Requirements, Transition, and Manpower Management System (RTAMMS)

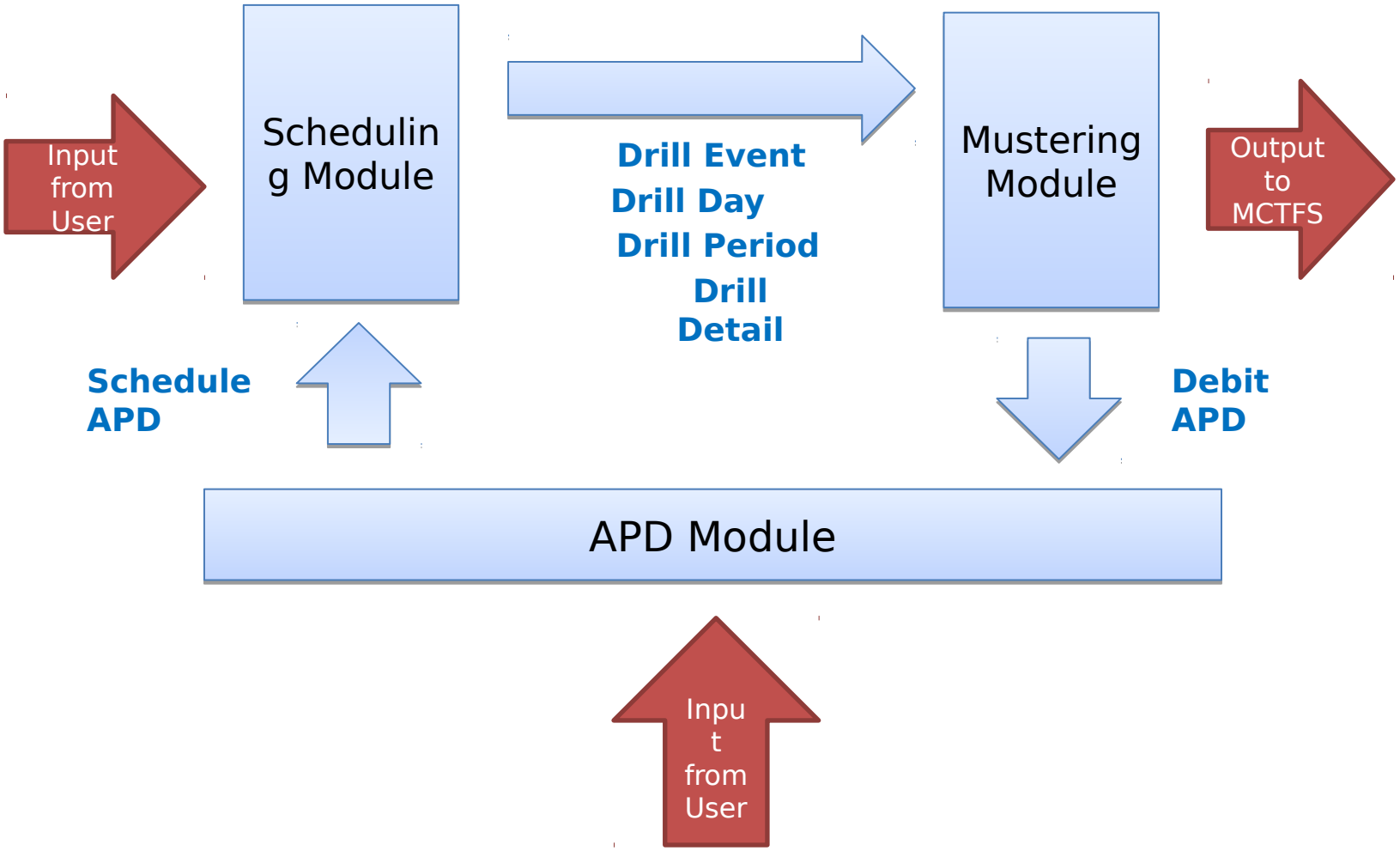
MFR 2015 Admin Symposium

Updated: 25 March 2015

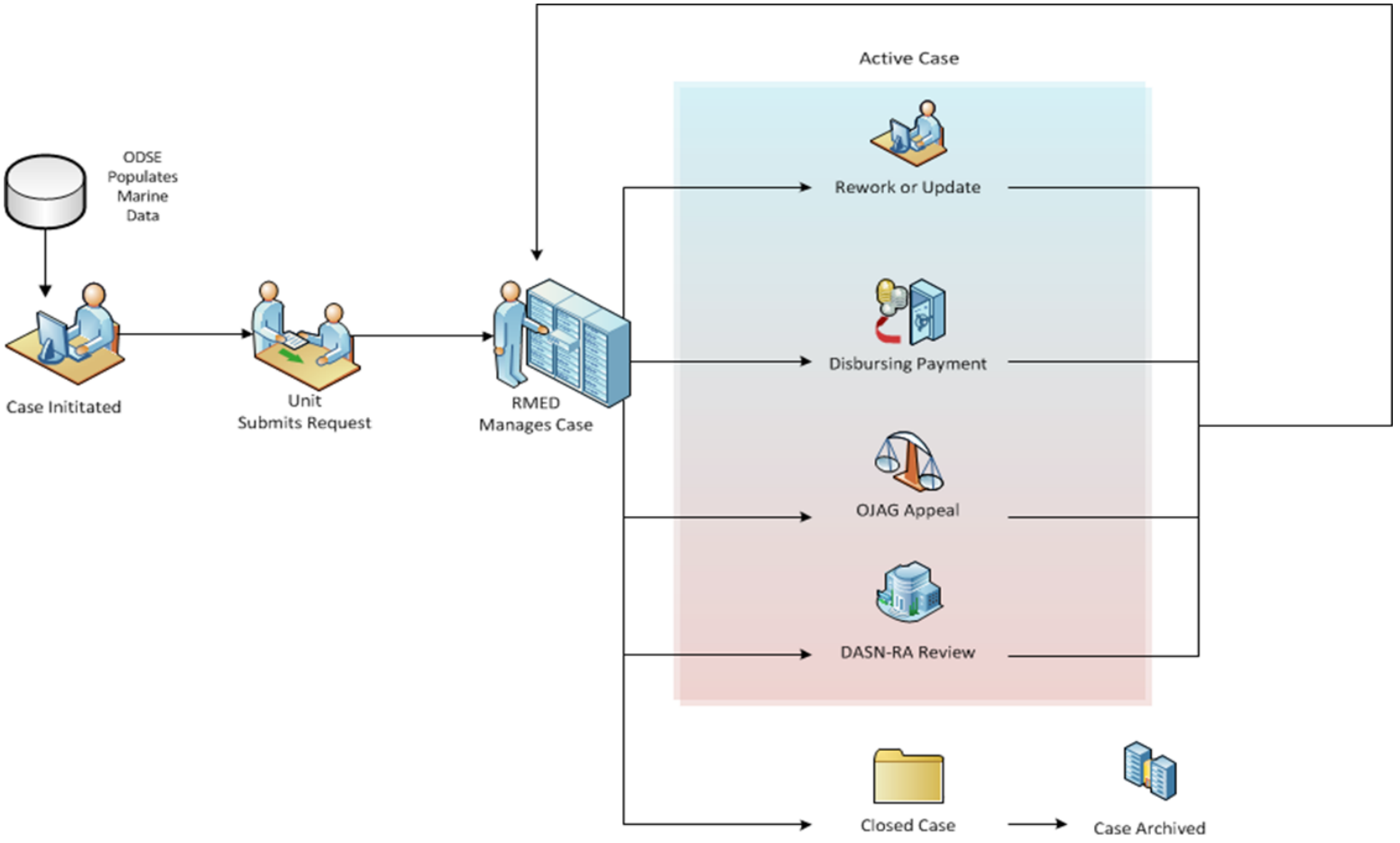
Agenda

- System Overview
  - DMM
  - MCMEDS
  - IDMS
- Helpful Tools
- Common Trends
- Access and Support
- Questions

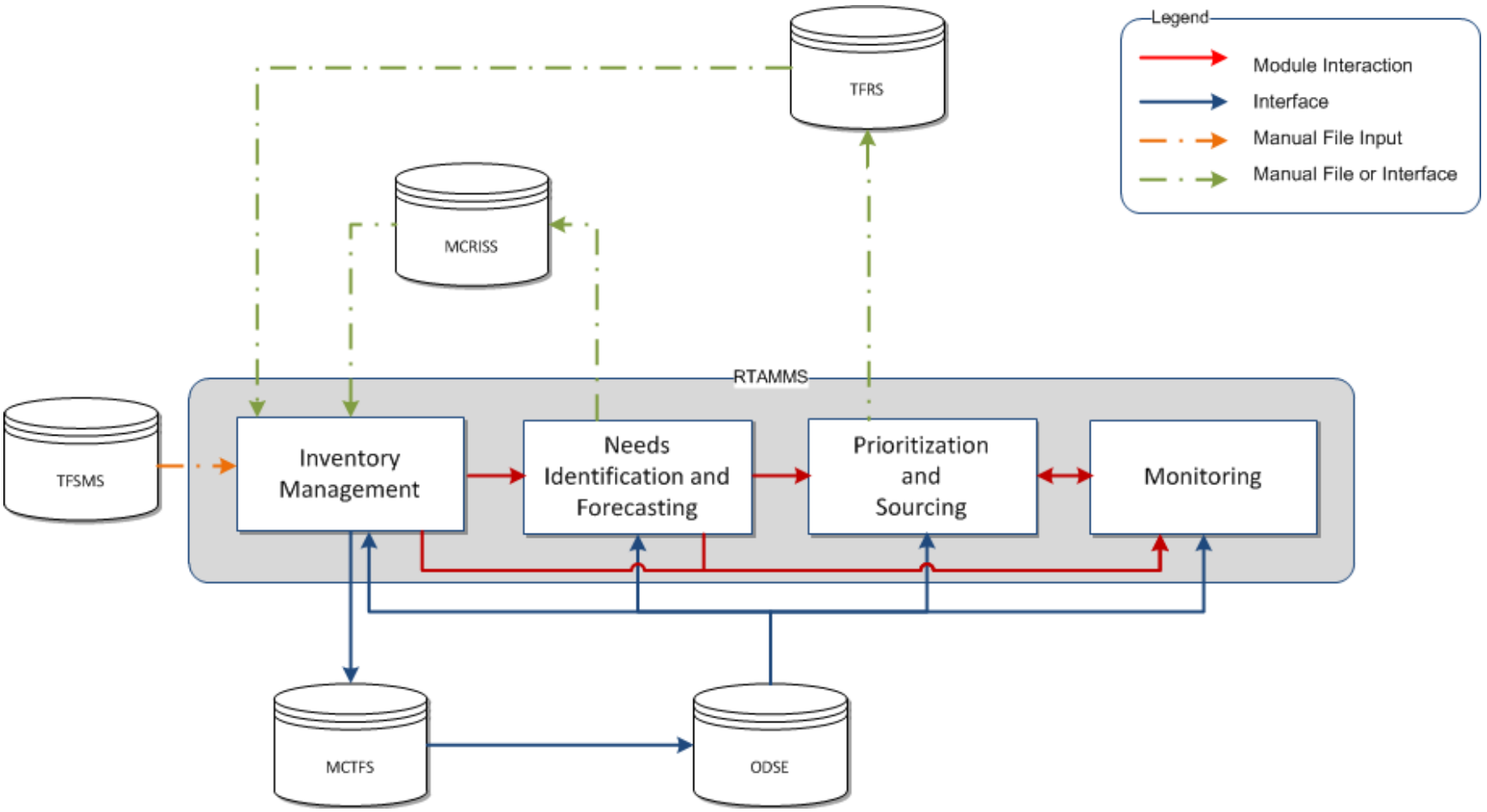
System Overview - DMM



System Overview - MCMEDS



System Overview - IDMS



Helpful Tools

- DMM
  - Muster Sheet
    - Filter by Status for Review
    - Remove a Drill from the Muster Sheet View
      - Submit one full day at a time (larger units)
  - Reports
    - Drills Created Never Mustered
    - Drill Certified Not Exported
    - All reports exportable in PDF or Excel
  - Notifications
    - Notifications on Landing Page
    - Notifications sent via email
  - Corrective Actions
    - Research Failed Transactions within DMM
      - All failed transactions post on RUC's DFR
    - Research Transactions Submitted in DMM

Helpful Tools - MCMEDS

- MCMEDS
  - Reports
    - Active Cases
    - All reports exportable in Excel
  - Notifications
    - Notifications sent via email to Case Administrators; Approval, Disapproval and Returned for Edits
- IDMS
  - Search BICs/Marines
  - BIC Management Policy Letter under Help in RTAMMS
  - BIC Management Filters

Common Trends

- RTAMMS
  - Assigning DM Manager to incoming personnel prior to departure of outgoing DM Manager
- DMM
  - Marines not in a valid Pay Status or valid Rec Stat/SC
    - Work the Research Failed Validations Check (RFVC)
    - We do not remove RFVC on Marines no longer a member of your unit without MFR approval
  - One drill period sent instead of two
    - When creating RIDTs with full unit drills be careful to export together
    - Work Daily Feedback Report
    - Pay attention to Failure Codes and correct action before requesting retransmission of drills
  - Submitting at 1800 CST may result in dropped transactions due to web service down time
  - Verify Drills prior to Transferring a Marine

Common Trends

- MCMEDS
  - Case Administrators unable to create case for Marine
    - Marines must be joined to Reserve RUC
  - Case Administrators submit wrong Update Request
- IDMS
  - Marines not in valid Strength Category for EBI assignment
    - SC X for EBI007
  - BIC List may be more than 1 page long
    - Look for page X of X under table

Applicable MARADMINS

- **078/13** - CHANGE 1 TO FIELDING OF THE REQUIREMENTS TRANSITION AND MANPOWER MANAGEMENT SYSTEM (RTAMMS) UNDER THE TOTAL FORCE ADMINISTRATION SYSTEM (TFAS) DRILL MANAGEMENT MODULE (DMM)
- **062/13** FIELDING OF THE REQUIREMENTS TRANSITION AND MANPOWER MANAGEMENT SYSTEM (RTAMMS)
- **296/12** - UPDATE TO THE PLANNED FIELDING OF THE REENGINEERED MARINE CORPS MEDICAL ENTITLEMENTS DATA SYSTEM UNDER THE TFAS DMM
- **245/12** - DRILL MANAGEMENT MODULE (DMM) FINAL TRANSITION GUIDANCE
- **092/12** - PLANNED FIELDING OF THE REENGINEERED MARINE CORPS MEDICALENTITLEMENTS DATA SYSTEM (MCMEDS) UNDER THE TOTAL FORCE ADMINISTRATION SYSTEM (TFAS) DRILL MANAGEMENT MODULE (DMM) WARNING ORDER
- **311/11** - DRILL MANAGEMENT MODULE (DMM) INTERIM GUIDANCE
- **563/10** - FIELDING OF THE TOTAL FORCE ADMINISTRATION SYSTEM (TFAS) DRILL MANAGEMENT MODULE (DMM)

Access and Support

System Access:

Directly via https://dm.manpower.usmc.mil

Through the Manpower and Reserve Affairs (M&RA) portal at www.manpower.usmc.mil > Online Web Apps > Drill Manager (DM)

Common Access Card (CAC) and CAC reader required

Helpdesk Support:

Hours of Operation: 7 am – 9 pm EST, 7 days a week

dm.support@inforeliance.com

(866) 944-9881 (option 1)

Questions?

Roles and Permissions - DMM

User Role	Explanation	Held By*
DM Manager	Grants or removes user roles.	E8 or Higher
Schedule Creator	Generates the schedule for Unit and on behalf of another Marine	E6, GS-5 or Higher
Reviewer	Reviews RIDT (Rescheduled Individual Duty for Training) and APD (Additional Paid Drill) requests for an individual Marine.	E4, GS-6 or Higher
Proxy	Submits individual requests on behalf of another Marine.	E4, GS-4 or Higher
Muster Official	Substantiates attendance at a drill.	E4, GS-4 or Higher
Muster Manager	Prepares the muster and exports transactions to MCTFS. Submits individual requests on behalf of another Marine. Initiate Corrective Action Requests	E6, GS-5 or Higher
Approver	Certifies the unit schedule, individual requests, and the muster sheet.	Commanding Officer or Operational Sponsor
Trusted Agent	Acts as the Approver in his absence.	Officer, E8 or GS-6 or Above
APD Manager	Manages distribution of Additional Paid Drills for a unit.	E6 or Higher

Supplemental Slide – TFAS DMM Roles Chart

Roles and Permissions - MCMEDS

User Role	Explanation	Held By
Case Administrator	Generates and submits for review Line of Duty (LOD) and Medical Hold (Med Hold) requests for individual Marines.	Limited Duty Coordinator (LDC), Medical Department Coordinator (MDR), Alternate
Case Reviewer	Performs unit level review of LOD and Med Hold requests prior to submission for approval.	CO/OIC/I-I, OSO, OpSponsor
Medical Reviewer	Conducts the medical review of LOD and Med Hold requests at RMED.	RMED Medical Staff
Admin Reviewer	Conducts the administrative review of LOD and Med Hold requests at RMED. Prepares and exports unit diary transactions into the Unit Diary Marine Integrated Personnel System (UD/MIPS). Manage News Articles, Forms, Unit and Case Assignments.	RMED Administrators
Case Approver	Approves LOD and Med Hold requests.	RMED Approver, OJAG, DASN, Finance Office
HHQ Reviewer	Has view only access to all cases in MCMEDS.	HQMC, MMSO
MCMEDS Manager	Grants or removes user roles	RMED Users
DM Manager	Grants unit level access to the Case Administrator or Case Reviewer roles	Personnel Officer/Chief E8 or Higher

Supplemental Slide – MCMEDS Roles Chart

Roles and Permissions - IDMS

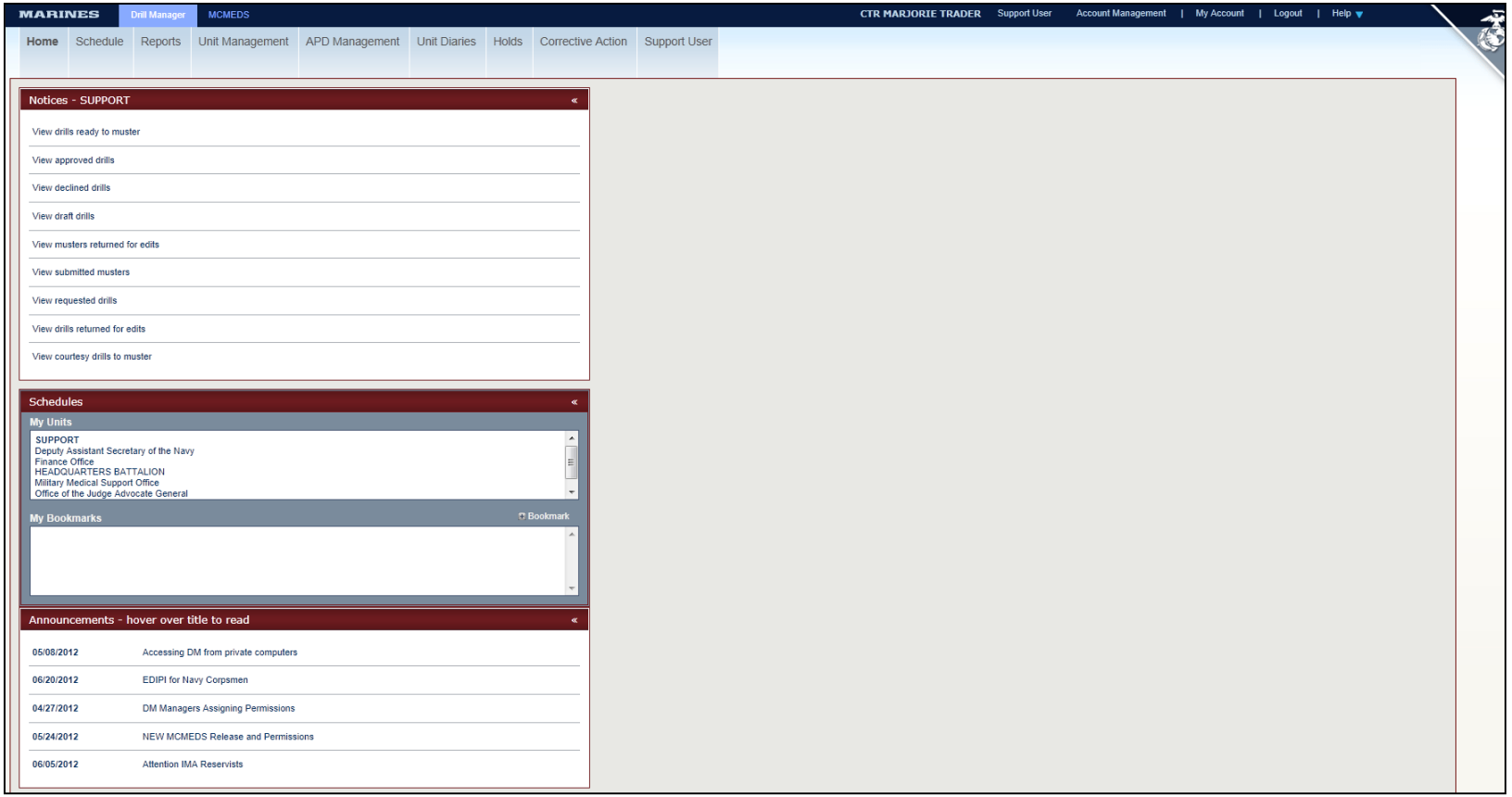
Unit level permissions are granted by the DM Manager for the following roles:

- MFR Manpower Manager
- MSC Manpower Manager
- RTAMMS Reviewer
- Unit Manpower Manager
- Recruiter / Career Planner

User Role	Explanation	Held By
MFR Manpower Manager	Manages SMCR E-7 and below billet programs, applications, assignments, and deferral and extension requests	MFR (G-1), (G-3), (G-8)
MSC Manpower Manager	Provides input and endorsement on manpower planning processes at the MSC level	MSCs
RTAMMS Reviewer	Provides input and endorsement on deferral and extension requests. Must be one level higher in the chain of command than the requesting unit.	Users within the chain of command who have input into manpower requests
Unit Manpower Manager	Generates BIC assignments and deferral requests at the unit level Advertises BIC availability	SMCR, IMA
Recruiter / Career Planner	Has access to SMCR and IMA open billets Tags BICs for sourcing for a limited period of time	PSR, Career Planner
Advertising Viewer	Able to search and apply for BIC vacancies	Individual Marines from the SMCR, IMA, IRR, AR, and AC searching for billets.
DM Manager	Grants Unit Level Access to the Unit Manpower Manager, RTAMMS Reviewer, and Recruiter / Career Planner Role	Personnel Officer/Chief, E8 or Higher

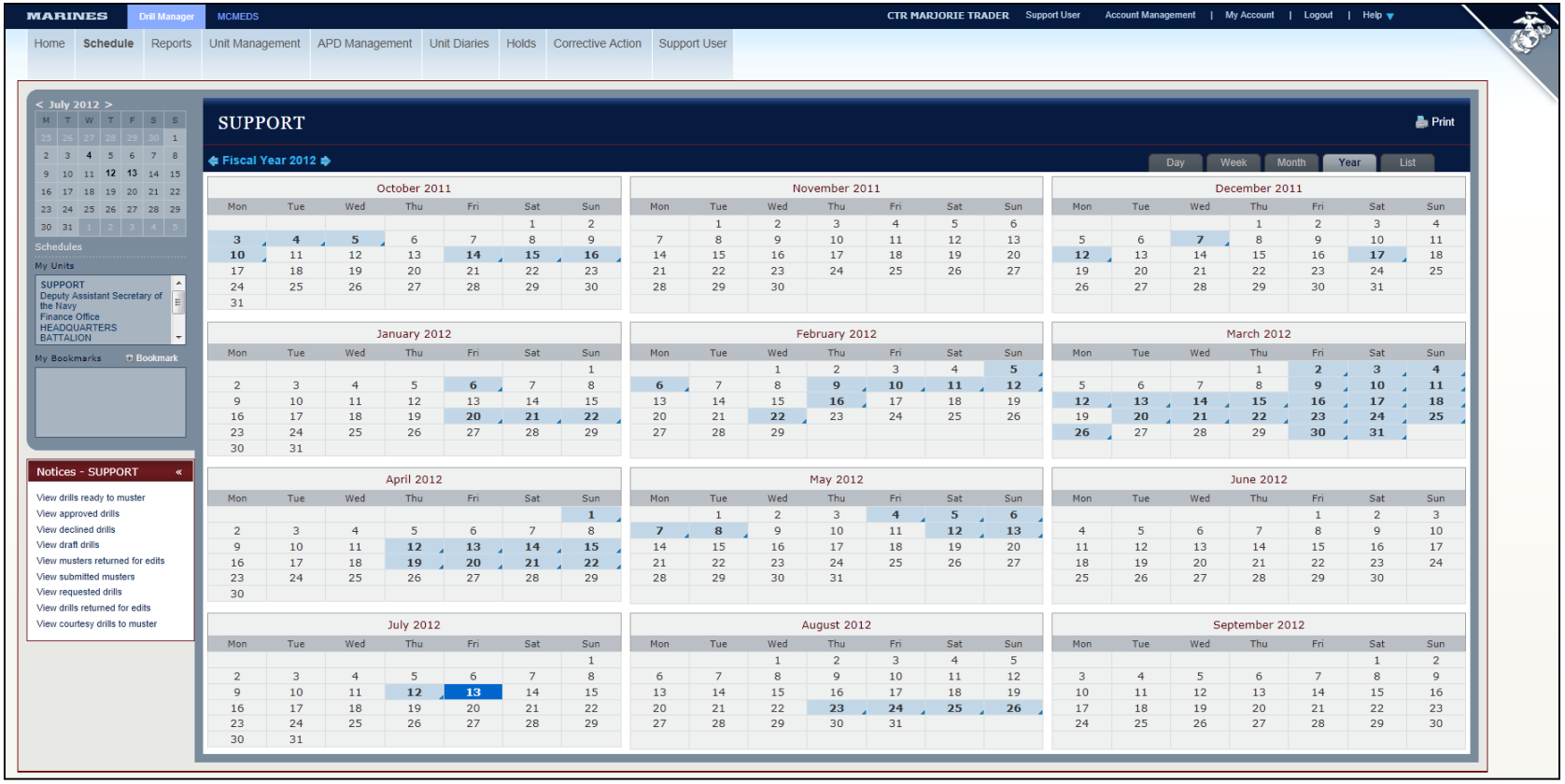
Supplemental Slide – IDMS Roles Chart

Home Page



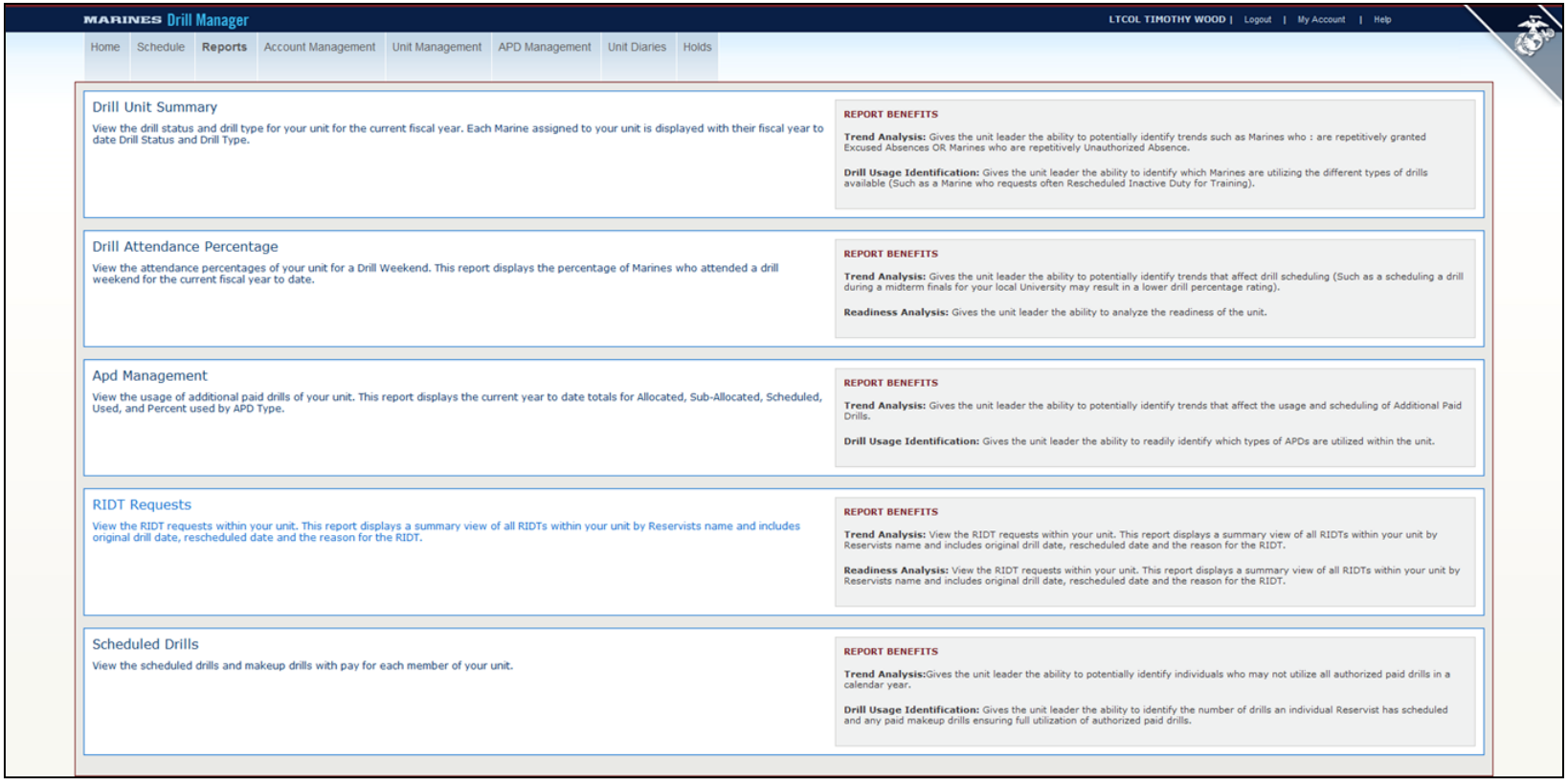
Supplemental Slide – Screen Shot

Schedule



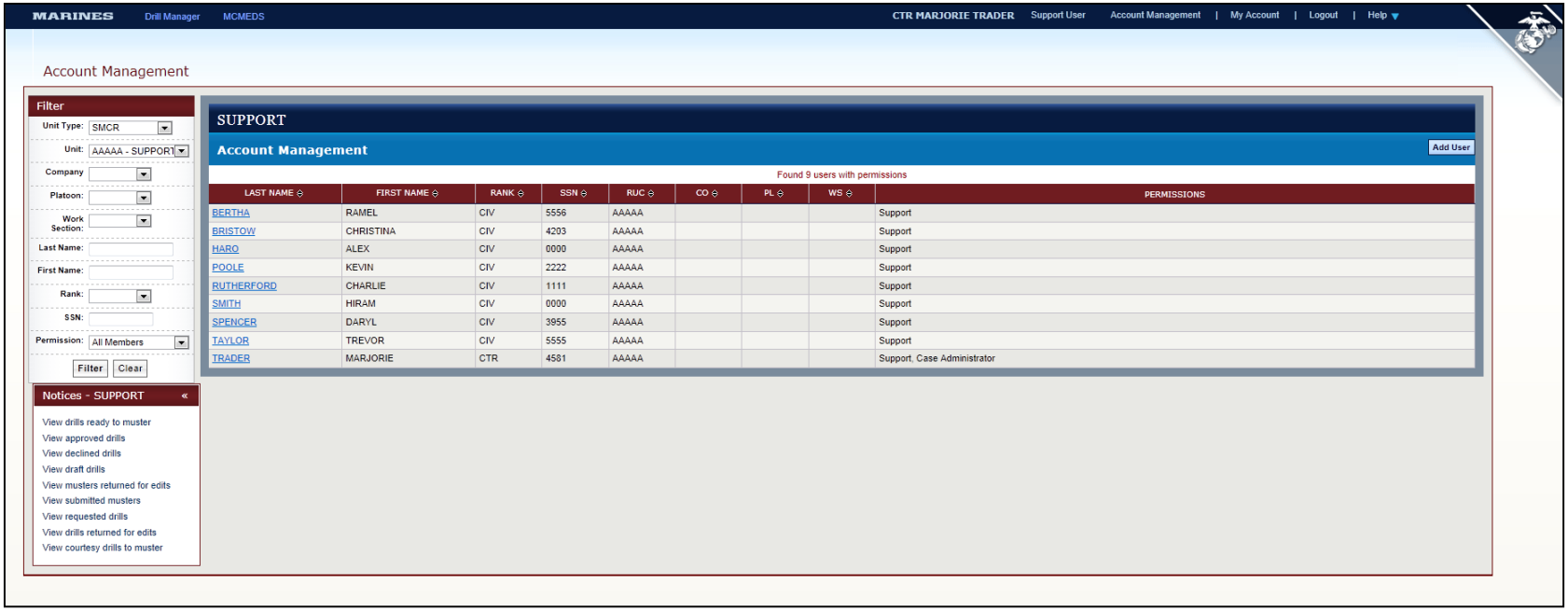
Supplemental Slide – Screen Shot

Reports


MARINES Drill Manager
LTCOL TIMOTHY WOOD | Logout | My Account | Help
Home
Schedule
Reports
Account Management
Unit Management
APD Management
Unit Diaries
Holds
Drill Unit Summary
View the drill status and drill type for your unit for the current fiscal year. Each Marine assigned to your unit is displayed with their fiscal year to date Drill Status and Drill Type.
REPORT BENEFITS
Trend Analysis: Gives the unit leader the ability to potentially identify trends such as Marines who : are repetitively granted Excused Absences OR Marines who are repetitively Unauthorized Absence.
Drill Usage Identification: Gives the unit leader the ability to identify which Marines are utilizing the different types of drills available (Such as a Marine who requests often Rescheduled Inactive Duty for Training).
Drill Attendance Percentage
View the attendance percentages of your unit for a Drill Weekend. This report displays the percentage of Marines who attended a drill weekend for the current fiscal year to date.
REPORT BENEFITS
Trend Analysis: Gives the unit leader the ability to potentially identify trends that affect drill scheduling (Such as a scheduling a drill during a midterm finals for your local University may result in a lower drill percentage rating).
Readiness Analysis: Gives the unit leader the ability to analyze the readiness of the unit.
Apd Management
View the usage of additional paid drills of your unit. This report displays the current year to date totals for Allocated, Sub-Allocated, Scheduled, Used, and Percent used by APD Type.
REPORT BENEFITS
Trend Analysis: Gives the unit leader the ability to potentially identify trends that affect the usage and scheduling of Additional Paid Drills.
Drill Usage Identification: Gives the unit leader the ability to readily identify which types of APDs are utilized within the unit.
RIDT Requests
View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.
REPORT BENEFITS
Trend Analysis: View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.
Readiness Analysis: View the RIDT requests within your unit. This report displays a summary view of all RIDTs within your unit by Reservists name and includes original drill date, rescheduled date and the reason for the RIDT.
Scheduled Drills
View the scheduled drills and makeup drills with pay for each member of your unit.
REPORT BENEFITS
Trend Analysis:Gives the unit leader the ability to potentially identify individuals who may not utilize all authorized paid drills in a calendar year.
Drill Usage Identification: Gives the unit leader the ability to identify the number of drills an individual Reservist has scheduled and any paid makeup drills ensuring full utilization of authorized paid drills.

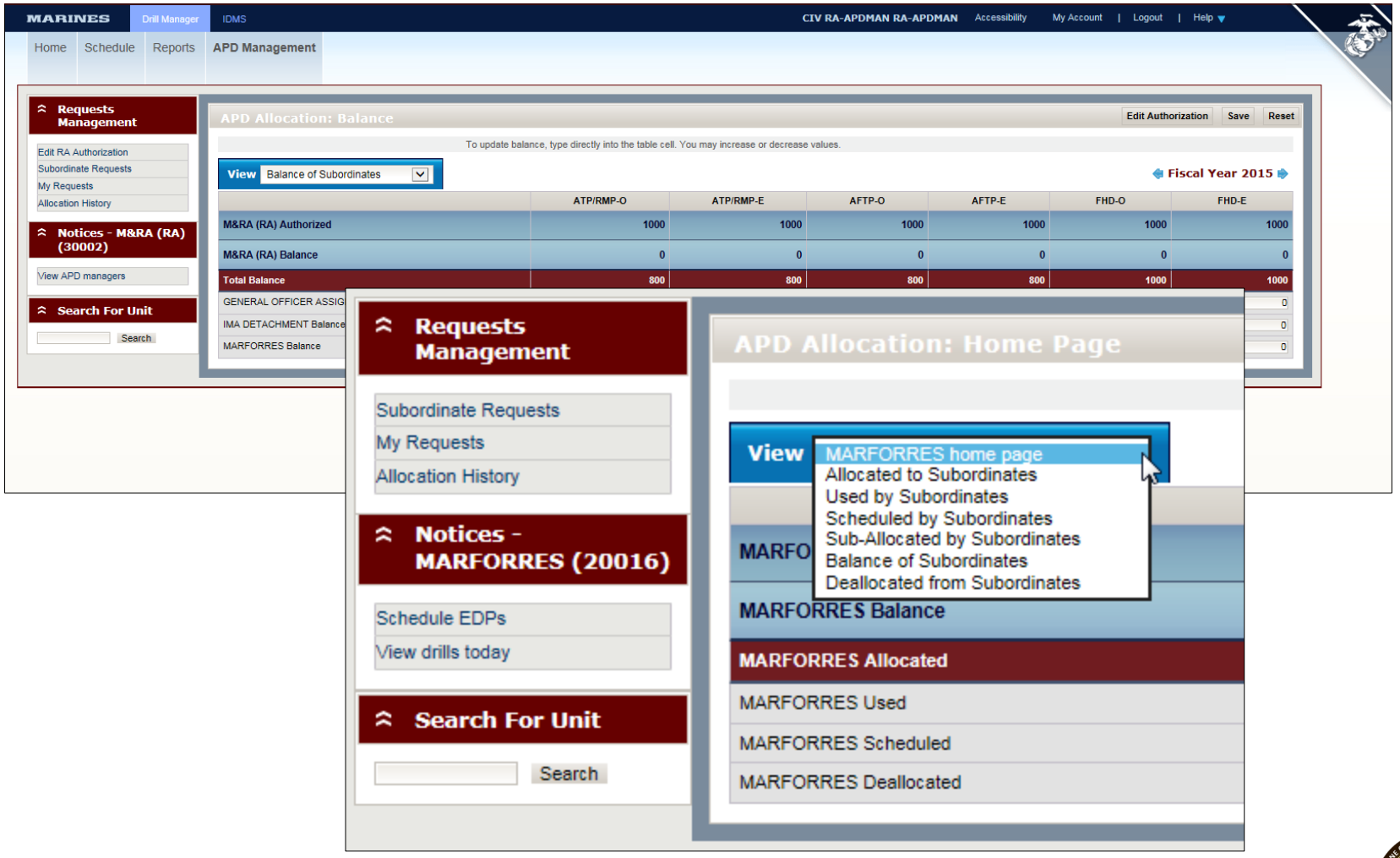
Supplemental Slide – Screen Shot

Account Management



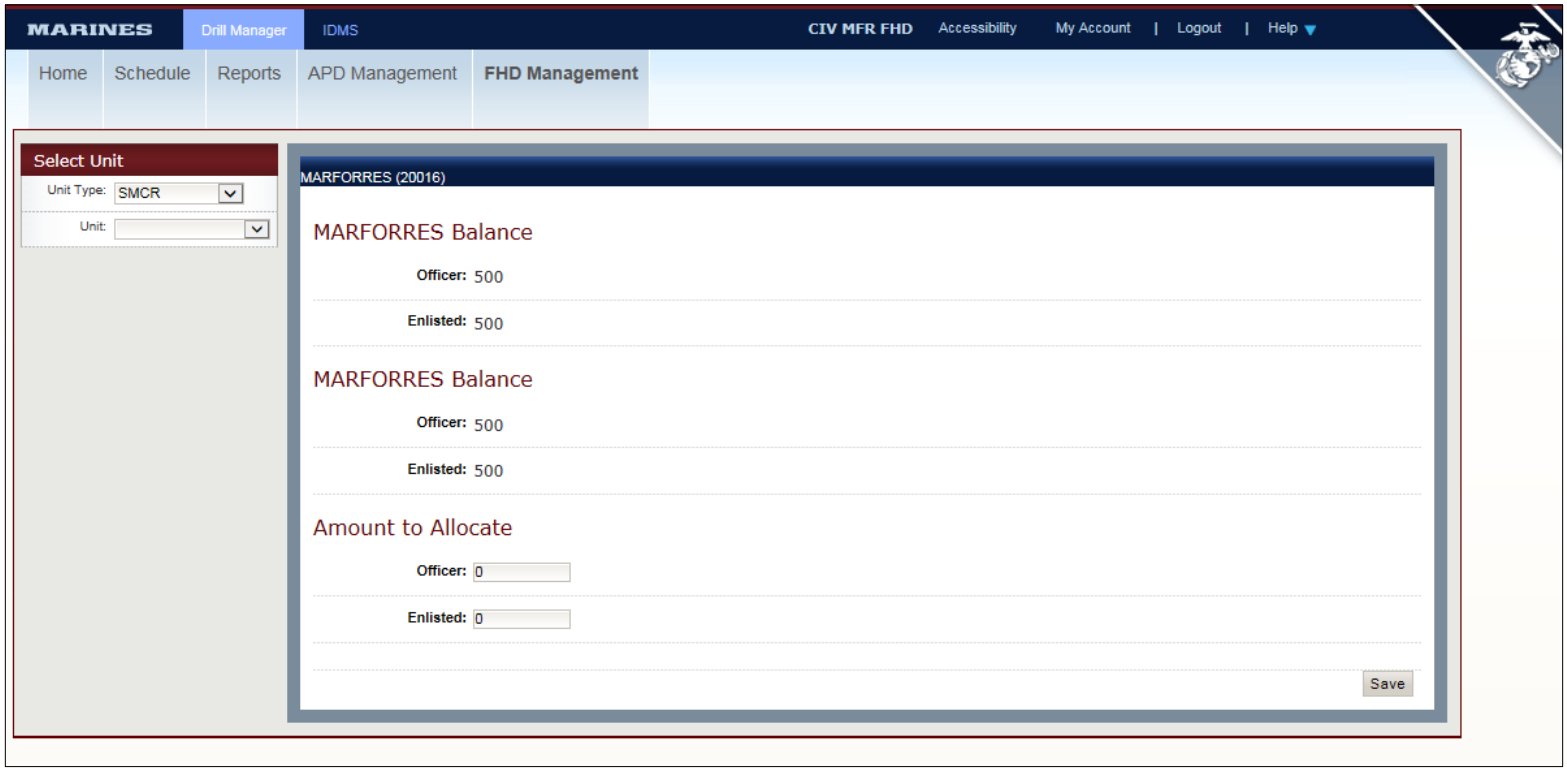
Supplemental Slide – Screen Shot

APD Management



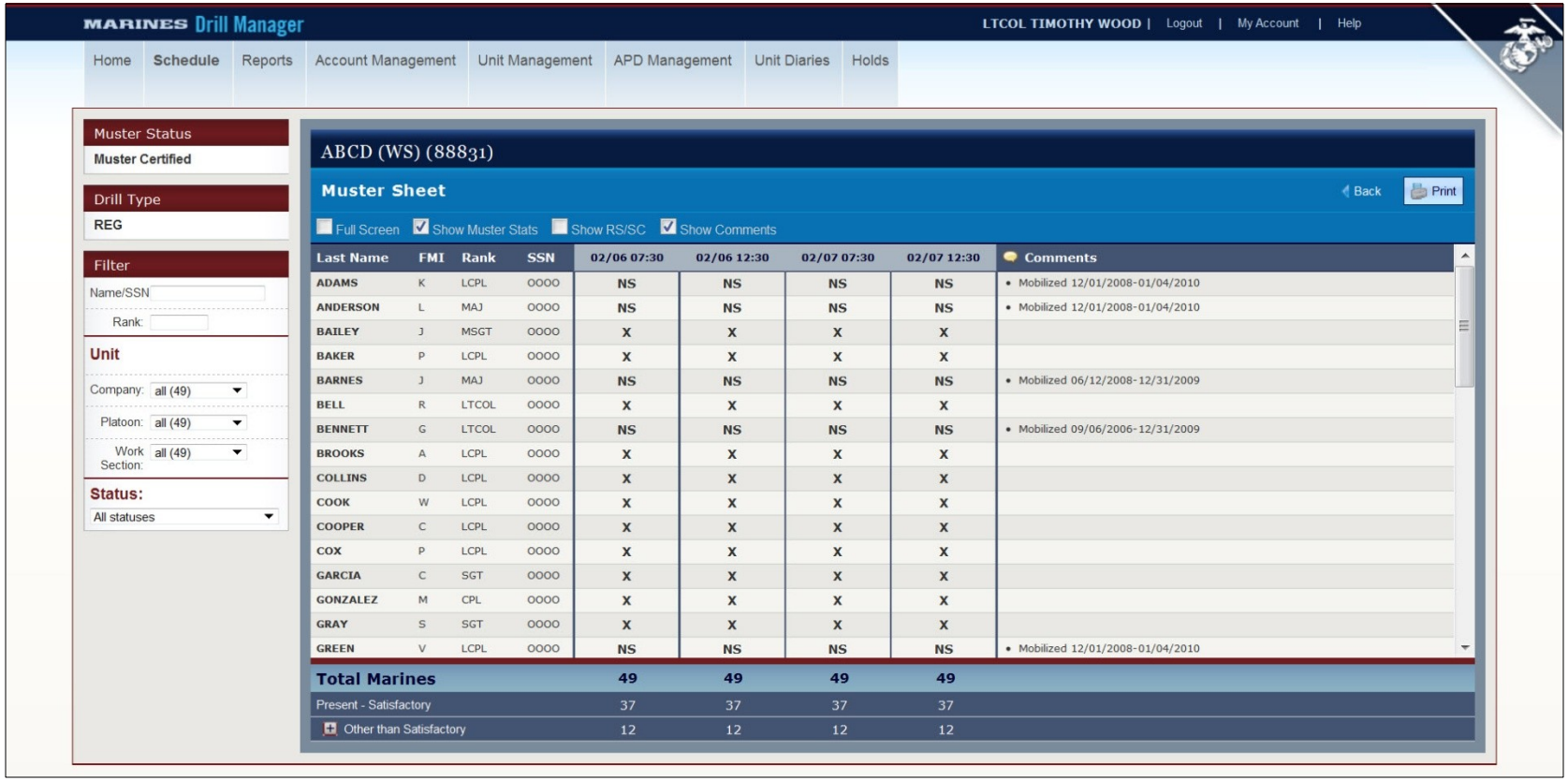
Supplemental Slide – Screen Shot

FHD Management



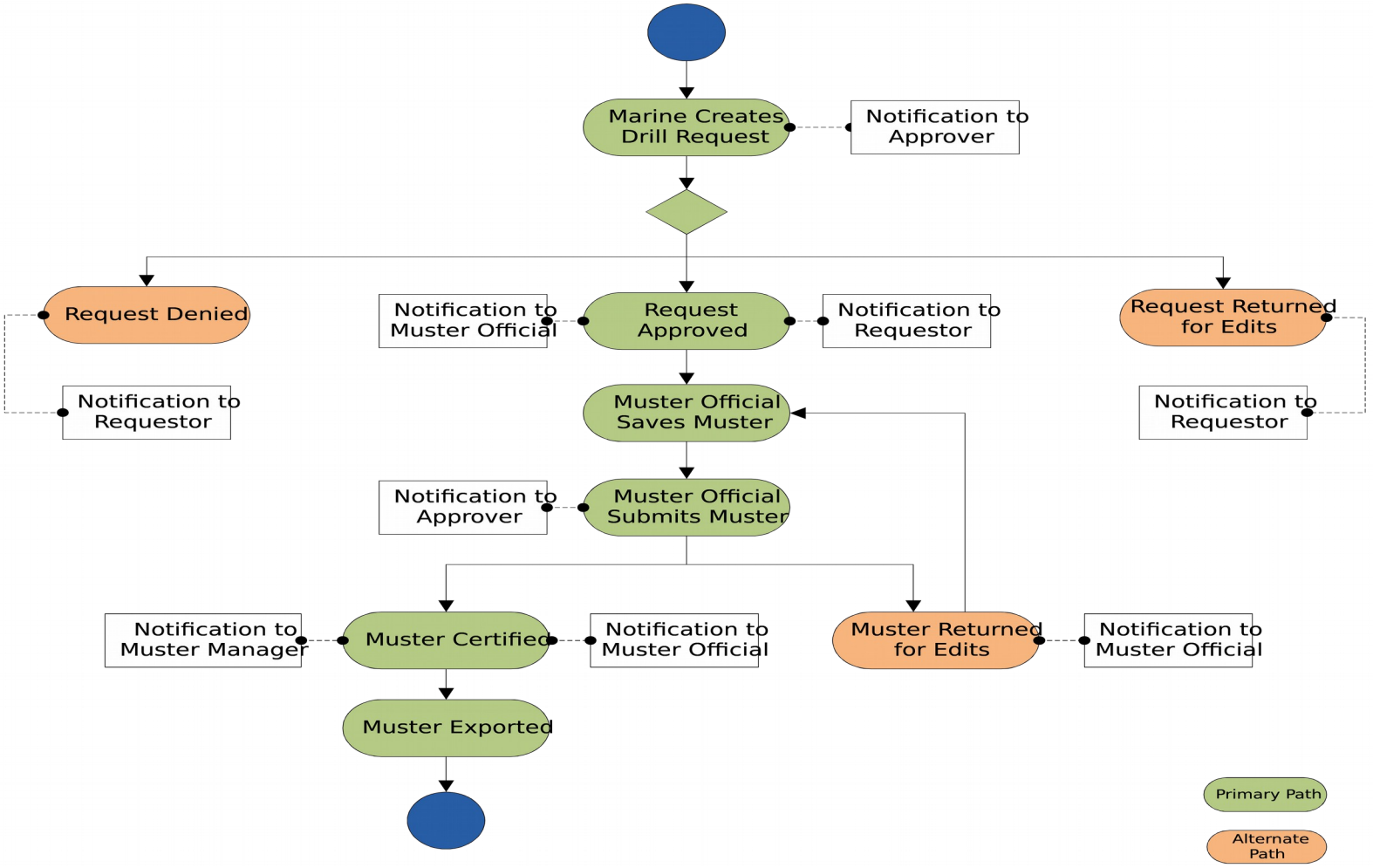
Supplemental Slide – Screen Shot

Muster Sheet


MARINES Drill Manager
LTCOL TIMOTHY WOOD | Logout | My Account | Help
Home
Schedule
Reports
Account Management
Unit Management
APD Management
Unit Diaries
Holds
Muster Status
Muster Certified
Drill Type
REG
Filter
Name/SSN:
Rank:
Unit
Company: all (49)
Platoon: all (49)
Work Section: all (49)
Status:
All statuses
ABCD (WS) (88831)
Muster Sheet
Back
Print
Full Screen
Show Muster Stats
Show RS/SC
Show Comments
Last Name | FMI | Rank | SSN | 02/06 07:30 | 02/06 12:30 | 02/07 07:30 | 02/07 12:30 | Comments
ADAMS K LCPL OOOO NS NS NS NS • Mobilized 12/01/2008-01/04/2010
ANDERSON L MAJ OOOO NS NS NS NS • Mobilized 12/01/2008-01/04/2010
BAILEY J MSGT OOOO X X X X
BAKER P LCPL OOOO X X X X
BARNES J MAJ OOOO NS NS NS NS • Mobilized 06/12/2008-12/31/2009
BELL R LTCOL OOOO X X X X
BENNETT G LTCOL OOOO NS NS NS NS • Mobilized 09/06/2006-12/31/2009
BROOKS A LCPL OOOO X X X X
COLLINS D LCPL OOOO X X X X
COOK W LCPL OOOO X X X X
COOPER C LCPL OOOO X X X X
COX P LCPL OOOO X X X X
GARCIA C SGT OOOO X X X X
GONZALEZ M CPL OOOO X X X X
GRAY S SGT OOOO X X X X
GREEN V LCPL OOOO NS NS NS NS • Mobilized 12/01/2008-01/04/2010
Total Marines 49 49 49 49
Present - Satisfactory 37 37 37 37
Other than Satisfactory 12 12 12 12

Supplemental Slide – Screen Shot

DMM - PAID DRILL PROCESS



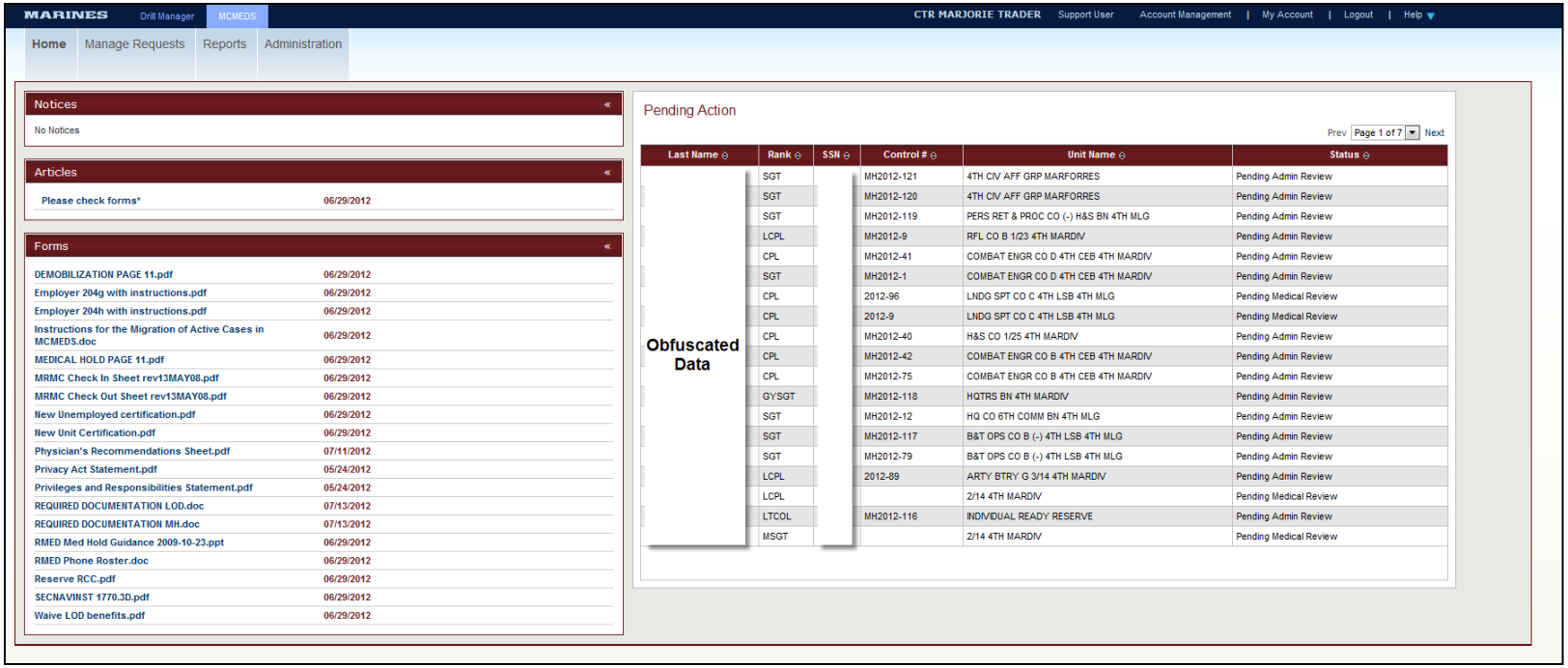
Paid Drill Matrix

Paid Drill Matrix
In order for a drill to be paid Steps 1-6 must be completed.

Step	Status	What Role Initiates This Status	Status Definition	Next Step in the Drill Manager Process	Who can Delete/Cancel This Drill
1	*Created/Requested*	Individual Marine, Schedule Creator or Proxy	The drill request has been created and submitted to Approver.	Approver is notified and takes action on drill request.	Individual Marine, Scheduler [1]
2	*Approved*	Approver/Trusted Agent/IMA Drill Approver	The drill request has been approved and the Marine may now attend the scheduled drill.	Once a drill has been approved the Mustering Official is notified to substantiate the attendance at a drill.	Approver/Trusted Agent [2]
3	*Saved Muster*	Mustering Official or Muster Manager	The muster sheet has been created and saved by the Mustering Official or Muster Manager.	After a drill has been completed, the saved muster sheet is submitted to the Approver to be reviewed.	Muster Manager and Approver/Trusted Agent ("Corrective Actions") [3]
4	*Submitted Muster*	Mustering Official or Muster Manager	The muster has been submitted to the Approver for review.	Once a muster sheet has been submitted, the Approver is notified to review and certify the muster sheet.	Muster Manager and Approver/Trusted Agent ("Corrective Actions") [3]
5	*Certified Muster*	Approver/Trusted Agent	The muster sheet has been approved and "Certified".	Once a muster sheet has been certified, the Muster Manager prepares the muster and exports the transactions to MCTFS	Muster Manager and Approver/Trusted Agent ("Corrective Actions") [3]
6	*Exported Muster*	Muster Manager/IMA Exporter	The Muster sheet has been exported to MCTFS	Drill is available to be processed within the Total Force System for pay	Muster Manager and Approver/Trusted Agent ("Corrective Actions")[4]

1. *Drills that are in "Requested" or "Draft" Status can be deleted by the original creator of the drill request, to include the Individual Marine, Schedule Creator or Proxy for the unit.*
2. *Drills that are in "Approved" status can be cancelled by the Approver or Trusted Agent for the unit.*
3. *Drills that are in "Muster Saved", "Muster Submitted", "Muster Returned", "Muster Certified" statuses can have a Marine deleted from the Muster Sheet only if one attendee is scheduled on Muster Sheet. Delete Attendee requests are initiated by the Muster Manager and approved by either an Approver or Trusted Agent. Once approved the individual will no longer be required to attend the drill period. Corrective Actions can only be used to delete an individual from a muster sheet; it cannot be used to cancel a Full Unit or Partial Unit drill.* ***Note Corrective Action cannot be used for RIDTs or EDPs, if an individual needs to be deleted from muster sheet for these drill types units must contact MFR AAU for waiver to delete attendee from Muster Sheet.***
4. *Drills that are in "Muster Exported" status can updated by Changing Drill Status. Change Drill Attendance Requests are initiated by the Muster Manager and approved by either an Approver or Trusted Agent.*

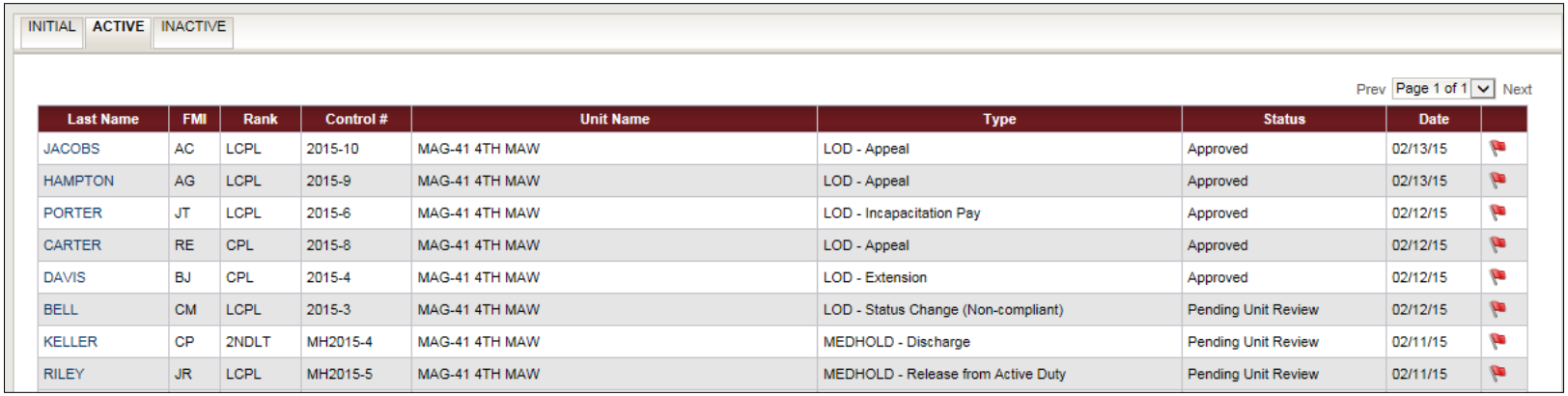
MCMEDS Home Page


MARINES
Drill Manager
MCMEDS
CTR MARJORIE TRADER
Support User
Account Management
My Account
Logout
Help
Home
Manage Requests
Reports
Administration
Notices
No Notices
Articles
Please check forms* 06/29/2012
Forms
DEMOBILIZATION PAGE 11.pdf 06/29/2012
Employer 204g with instructions.pdf 06/29/2012
Employer 204h with instructions.pdf 06/29/2012
Instructions for the Migration of Active Cases in MCMEDS.doc 06/29/2012
MEDICAL HOLD PAGE 11.pdf 06/29/2012
MRMC Check In Sheet rev13MAY08.pdf 06/29/2012
MRMC Check Out Sheet rev13MAY08.pdf 06/29/2012
New Unemployed certification.pdf 06/29/2012
New Unit Certification.pdf 06/29/2012
Physician's Recommendations Sheet.pdf 07/11/2012
Privacy Act Statement.pdf 05/24/2012
Privileges and Responsibilities Statement.pdf 05/24/2012
REQUIRED DOCUMENTATION LOD.doc 07/13/2012
REQUIRED DOCUMENTATION MH.doc 07/13/2012
RMED Med Hold Guidance 2009-10-23.ppt 06/29/2012
RMED Phone Roster.doc 06/29/2012
Reserve RCC.pdf 06/29/2012
SECNAVINST 1770.3D.pdf 06/29/2012
Waive LOD benefits.pdf 06/29/2012
Pending Action
Prev Page 1 of 7 Next
Last Name
Rank
SSN
Control #
Unit Name
Status
Obfuscated Data
SGT MH2012-121 4TH CIV AFF GRP MARFORRES Pending Admin Review
SGT MH2012-120 4TH CIV AFF GRP MARFORRES Pending Admin Review
SGT MH2012-119 PERS RET & PROC CO (-) H&S BN 4TH MLG Pending Admin Review
LCPL MH2012-9 RFL CO B 1/23 4TH MARDIV Pending Admin Review
CPL MH2012-41 COMBAT ENGR CO D 4TH CEB 4TH MARDIV Pending Admin Review
SGT MH2012-1 COMBAT ENGR CO D 4TH CEB 4TH MARDIV Pending Admin Review
CPL 2012-96 LNDG SPT CO C 4TH LSB 4TH MLG Pending Medical Review
CPL 2012-9 LNDG SPT CO C 4TH LSB 4TH MLG Pending Medical Review
CPL MH2012-40 H&S CO 1/25 4TH MARDIV Pending Admin Review
CPL MH2012-42 COMBAT ENGR CO B 4TH CEB 4TH MARDIV Pending Admin Review
CPL MH2012-75 COMBAT ENGR CO B 4TH CEB 4TH MARDIV Pending Admin Review
GYSGT MH2012-118 HQTRS BN 4TH MARDIV Pending Admin Review
SGT MH2012-12 HQ CO 6TH COMM BN 4TH MLG Pending Admin Review
SGT MH2012-117 B&T OPS CO B (-) 4TH LSB 4TH MLG Pending Admin Review
SGT MH2012-79 B&T OPS CO B (-) 4TH LSB 4TH MLG Pending Admin Review
LCPL 2012-89 ARTY BTRY G 3/14 4TH MARDIV Pending Admin Review
LCPL 2/14 4TH MARDIV Pending Medical Review
LTCOL MH2012-116 INDIVIDUAL READY RESERVE Pending Admin Review
MSGT 2/14 4TH MARDIV Pending Medical Review

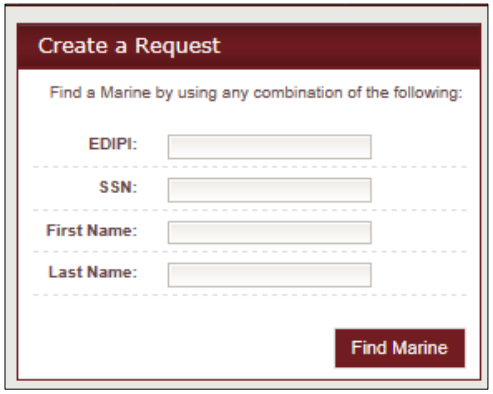
Supplemental Slide – Screen Shot

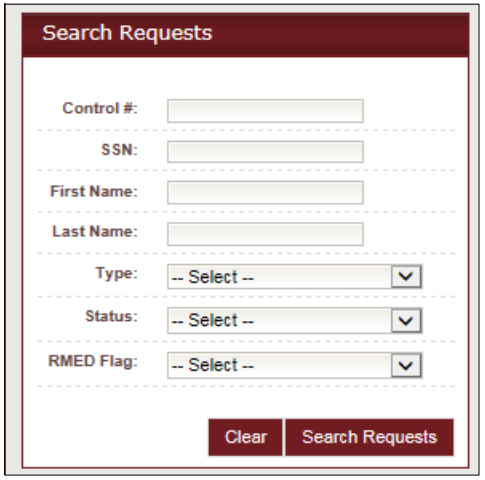
Manage Requests

The Manage Request component within MCMEDS will enable users to request, review, and track LOD (Line of Duty) benefits for Marine Corps Reservists and Officer Candidates.



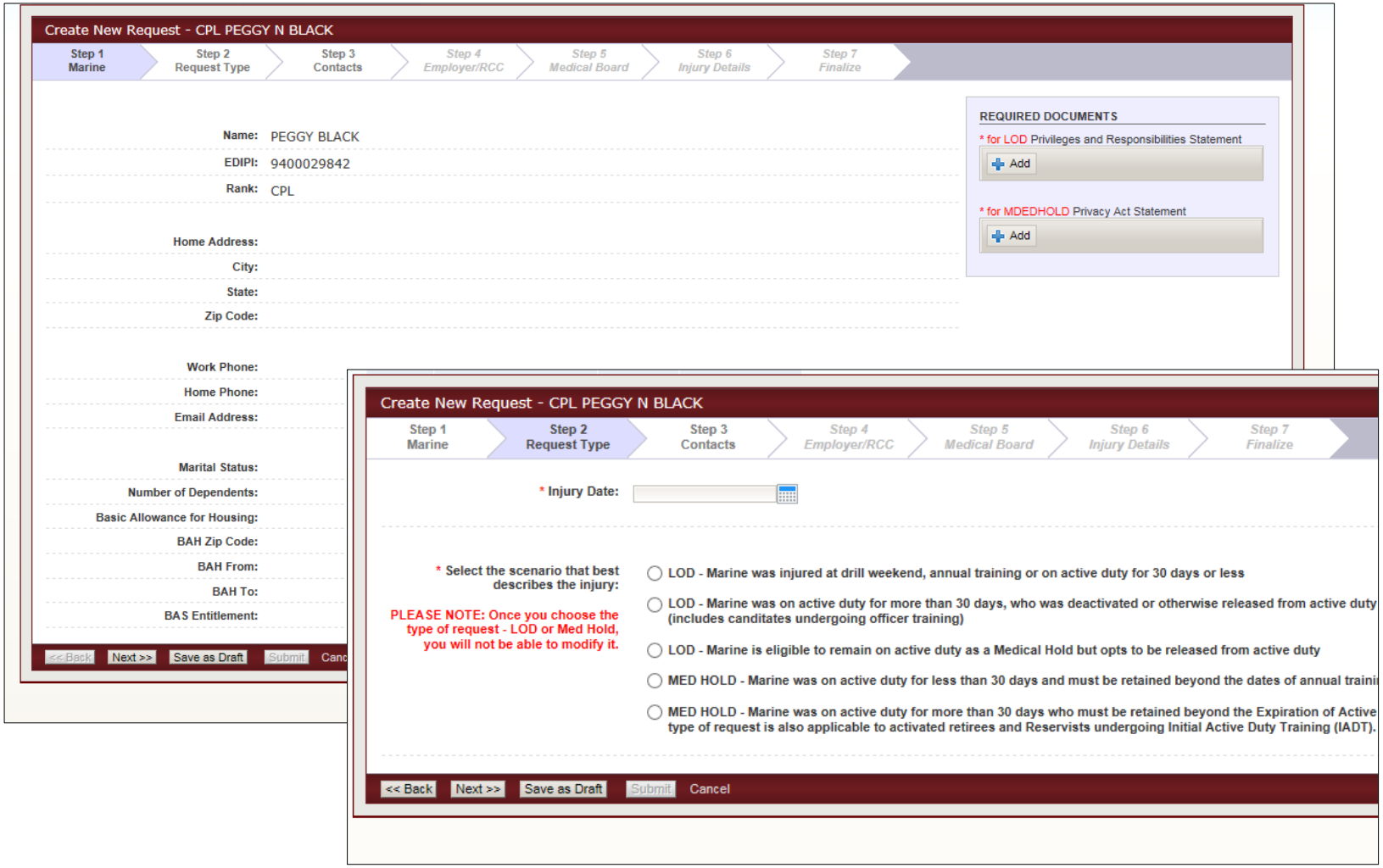
Last Name	FMI	Rank	Control #	Unit Name	Type	Status	Date	
JACOBS	AC	LCPL	2015-10	MAG-41 4TH MAW	LOD - Appeal	Approved	02/13/15	
HAMPTON	AG	LCPL	2015-9	MAG-41 4TH MAW	LOD - Appeal	Approved	02/13/15	
PORTER	JT	LCPL	2015-6	MAG-41 4TH MAW	LOD - Incapacitation Pay	Approved	02/12/15	
CARTER	RE	CPL	2015-8	MAG-41 4TH MAW	LOD - Appeal	Approved	02/12/15	
DAVIS	BJ	CPL	2015-4	MAG-41 4TH MAW	LOD - Extension	Approved	02/12/15	
BELL	CM	LCPL	2015-3	MAG-41 4TH MAW	LOD - Status Change (Non-compliant)	Pending Unit Review	02/12/15	
KELLER	CP	2NDLT	MH2015-4	MAG-41 4TH MAW	MEDHOLD - Discharge	Pending Unit Review	02/11/15	
RILEY	JR	LCPL	MH2015-5	MAG-41 4TH MAW	MEDHOLD - Release from Active Duty	Pending Unit Review	02/11/15	





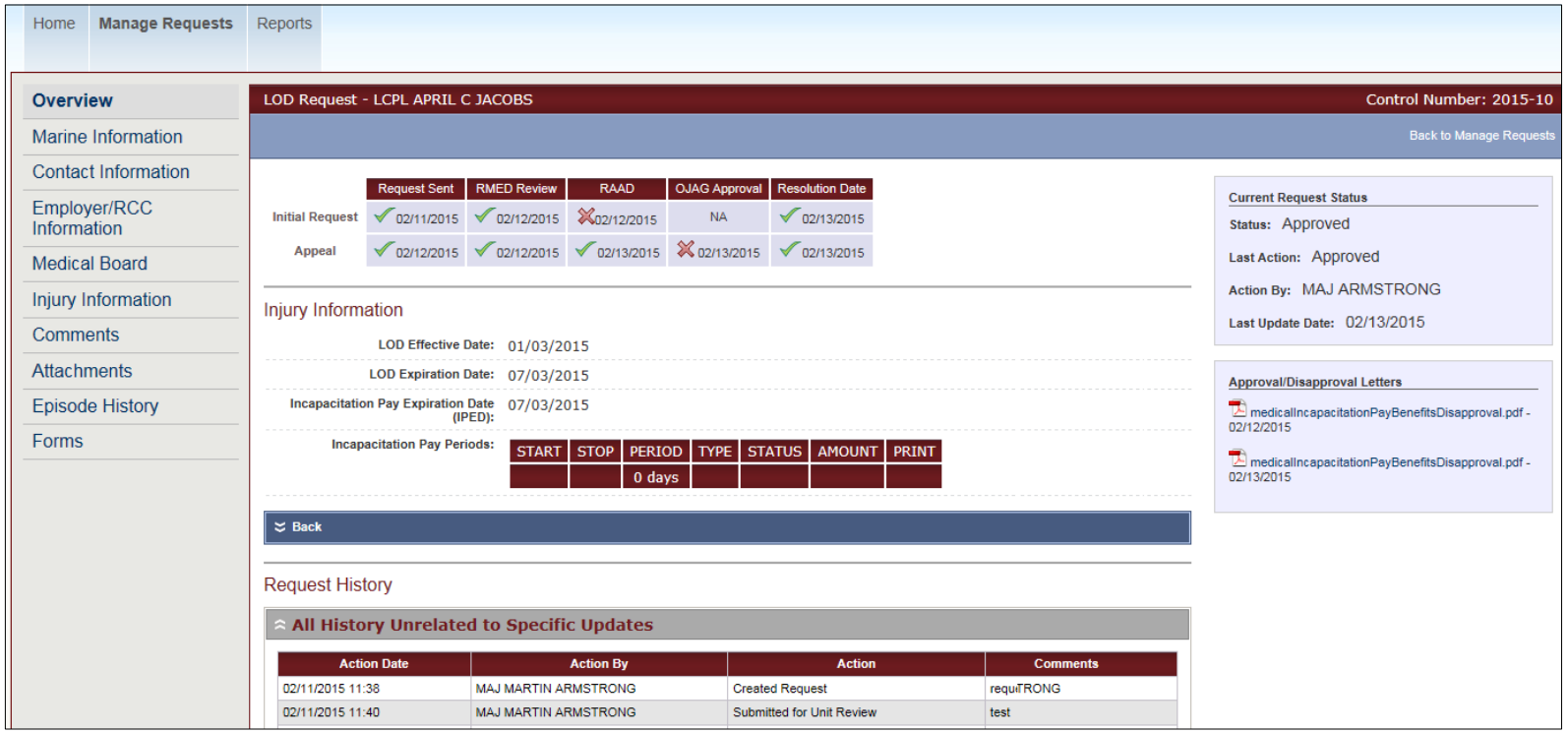
Supplemental Slide – Screen Shot

Create a Request – Case Administrator


Create New Request - CPL PEGGY N BLACK
Step 1 Marine
Step 2 Request Type
Step 3 Contacts
Step 4 Employer/RCC
Step 5 Medical Board
Step 6 Injury Details
Step 7 Finalize
Name: PEGGY BLACK
EDIPI: 9400029842
Rank: CPL
Home Address:
City:
State:
Zip Code:
Work Phone:
Home Phone:
Email Address:
Marital Status:
Number of Dependents:
Basic Allowance for Housing:
BAH Zip Code:
BAH From:
BAH To:
BAS Entitlement:
REQUIRED DOCUMENTS
* for LOD Privileges and Responsibilities Statement
Add
* for MDEDHOLD Privacy Act Statement
Add
<< Back
Next >>
Save as Draft
Submit
Cancel
Create New Request - CPL PEGGY N BLACK
Step 1 Marine
Step 2 Request Type
Step 3 Contacts
Step 4 Employer/RCC
Step 5 Medical Board
Step 6 Injury Details
Step 7 Finalize
* Injury Date:
* Select the scenario that best describes the injury:
PLEASE NOTE: Once you choose the type of request - LOD or Med Hold, you will not be able to modify it.
LOD - Marine was injured at drill weekend, annual training or on active duty for 30 days or less
LOD - Marine was on active duty for more than 30 days, who was deactivated or otherwise released from active duty (includes canditates undergoing officer training)
LOD - Marine is eligible to remain on active duty as a Medical Hold but opts to be released from active duty
MED HOLD - Marine was on active duty for less than 30 days and must be retained beyond the dates of annual traini
MED HOLD - Marine was on active duty for more than 30 days who must be retained beyond the Expiration of Active type of request is also applicable to activated retirees and Reservists undergoing Initial Active Duty Training (IADT).
<< Back
Next >>
Save as Draft
Submit
Cancel

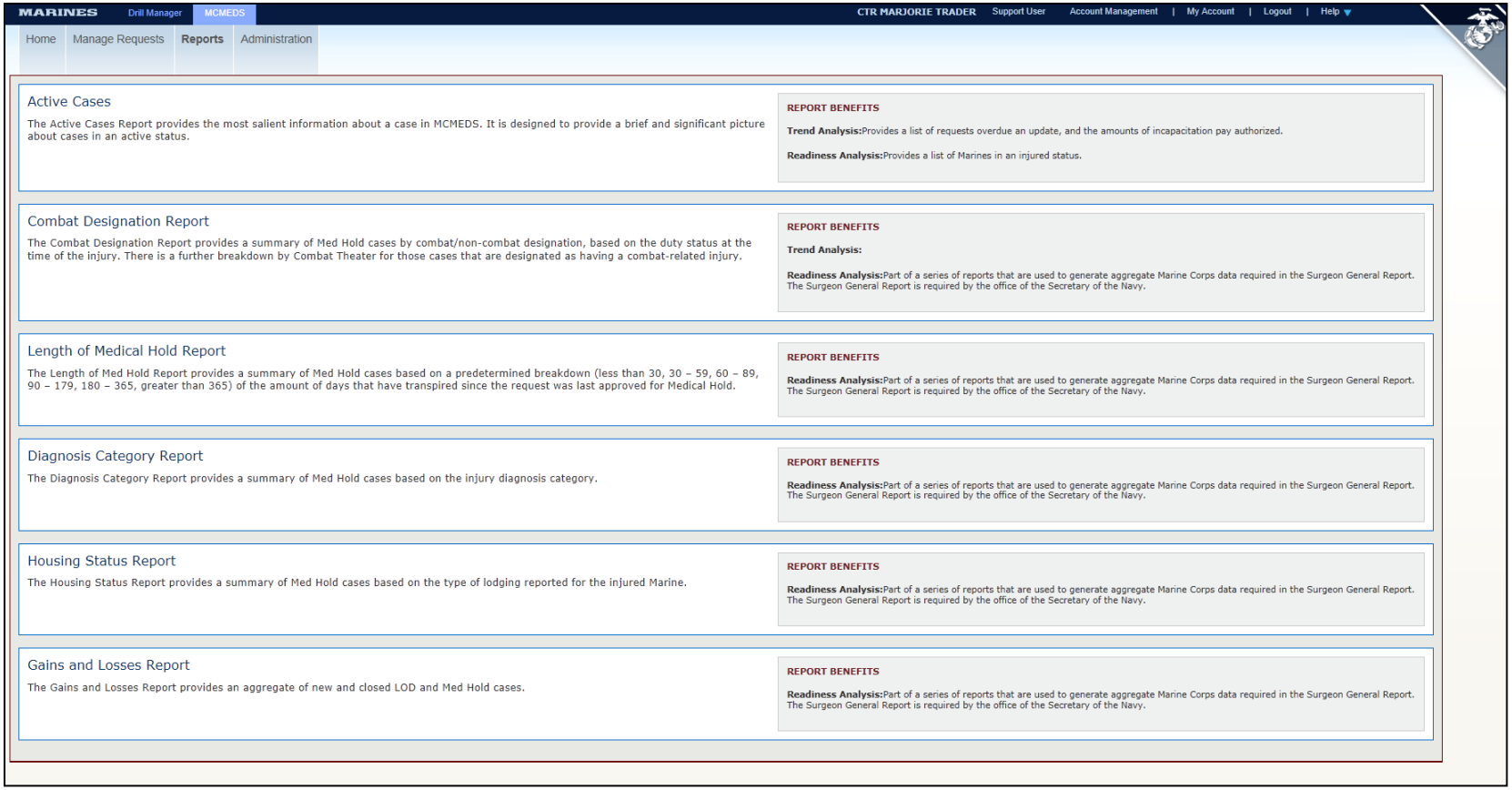
Supplemental Slide – Screen Shot

Review Requests



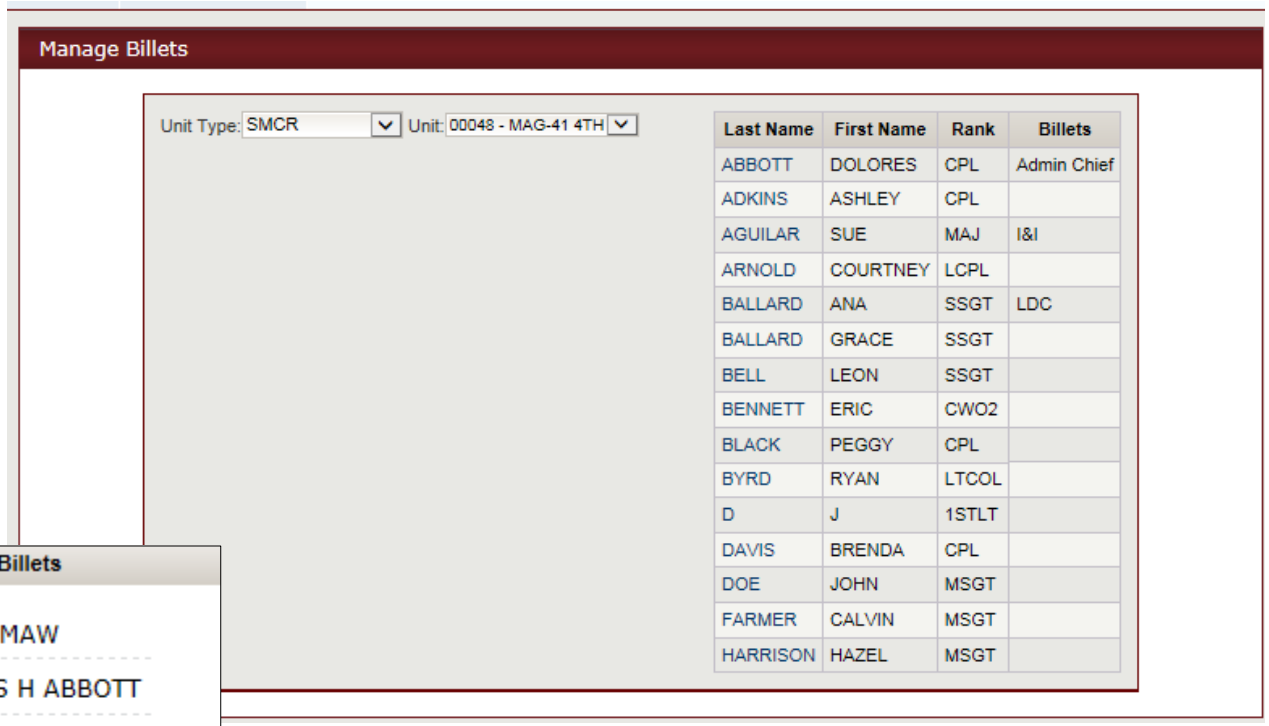
Supplemental Slide – Screen Shot

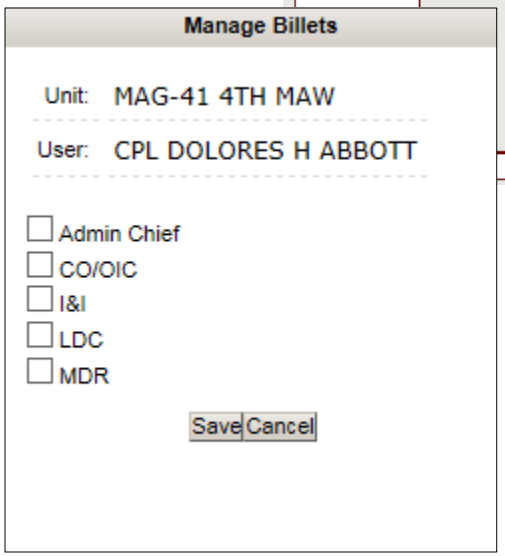
MCMEDS Reports


MARINES
Drill Manager
MCMEDS
CTR MARJORIE TRADER
Support User
Account Management
My Account
Logout
Help
Home
Manage Requests
Reports
Administration
Active Cases
The Active Cases Report provides the most salient information about a case in MCMEDS. It is designed to provide a brief and significant picture about cases in an active status.
REPORT BENEFITS
Trend Analysis:Provides a list of requests overdue an update, and the amounts of incapacitation pay authorized.
Readiness Analysis:Provides a list of Marines in an injured status.
Combat Designation Report
The Combat Designation Report provides a summary of Med Hold cases by combat/non-combat designation, based on the duty status at the time of the injury. There is a further breakdown by Combat Theater for those cases that are designated as having a combat-related injury.
REPORT BENEFITS
Trend Analysis:
Readiness Analysis:Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.
Length of Medical Hold Report
The Length of Med Hold Report provides a summary of Med Hold cases based on a predetermined breakdown (less than 30, 30 – 59, 60 – 89, 90 – 179, 180 – 365, greater than 365) of the amount of days that have transpired since the request was last approved for Medical Hold.
REPORT BENEFITS
Readiness Analysis:Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.
Diagnosis Category Report
The Diagnosis Category Report provides a summary of Med Hold cases based on the injury diagnosis category.
REPORT BENEFITS
Readiness Analysis:Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.
Housing Status Report
The Housing Status Report provides a summary of Med Hold cases based on the type of lodging reported for the injured Marine.
REPORT BENEFITS
Readiness Analysis:Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.
Gains and Losses Report
The Gains and Losses Report provides an aggregate of new and closed LOD and Med Hold cases.
REPORT BENEFITS
Readiness Analysis:Part of a series of reports that are used to generate aggregate Marine Corps data required in the Surgeon General Report. The Surgeon General Report is required by the office of the Secretary of the Navy.

Supplemental Slide – Screen Shot

Administration

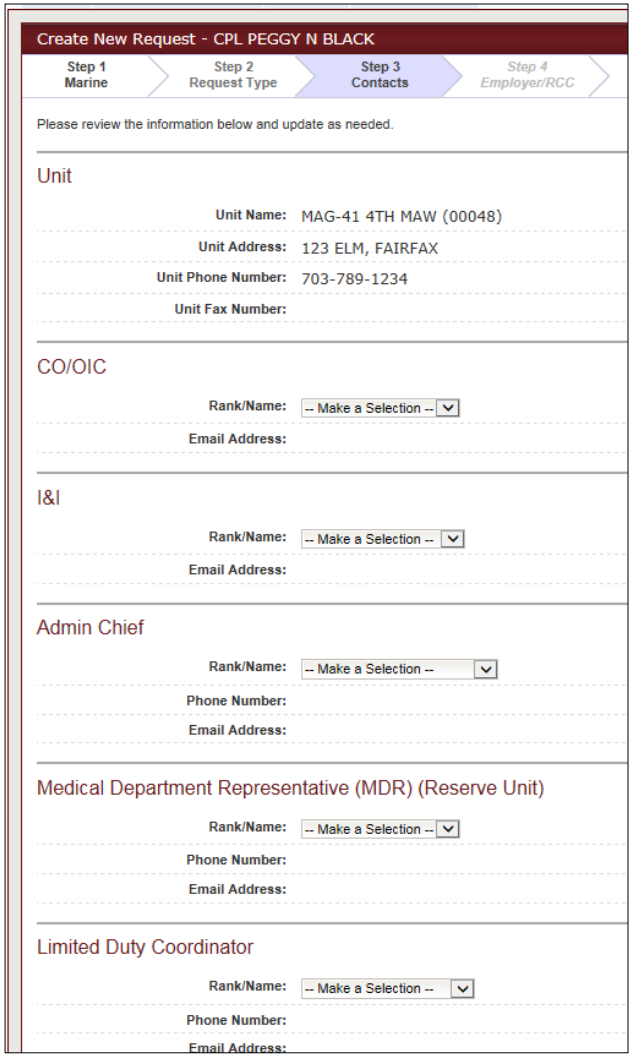

Manage Billets
Unit Type: SMCR
Unit: 00048 - MAG-41 4TH
Last Name | First Name | Rank | Billets
ABBOTT | DOLORES | CPL | Admin Chief
ADKINS | ASHLEY | CPL |
AGUILAR | SUE | MAJ | I&I
ARNOLD | COURTNEY | LCPL |
BALLARD | ANA | SSGT | LDC
BALLARD | GRACE | SSGT |
BELL | LEON | SSGT |
BENNETT | ERIC | CWO2 |
BLACK | PEGGY | CPL |
BYRD | RYAN | LTCOL |
D | J | 1STLT |
DAVIS | BRENDA | CPL |
DOE | JOHN | MSGT |
FARMER | CALVIN | MSGT |
HARRISON | HAZEL | MSGT



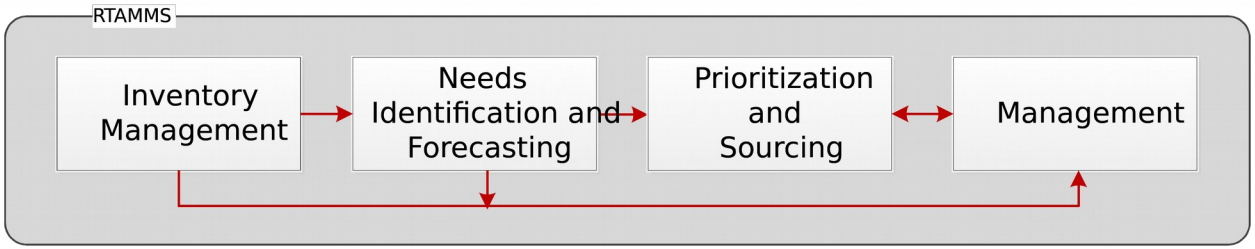
Supplemental Slide – Screen Shot

MCMEDS Things To Note

- Use the correct Update Request Type
- Read RMED comments before taking action
- Always update contact information
- Return For Edit of Update Requests cannot be Edited (Except Incapacitation Pay)
- Initial Cases Returned for Edit can be Edited



Module Interaction

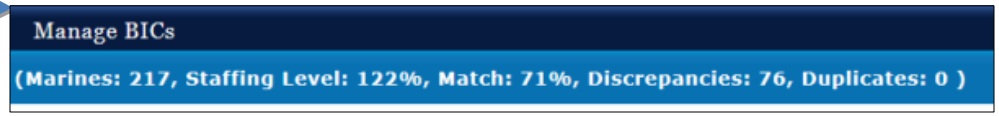


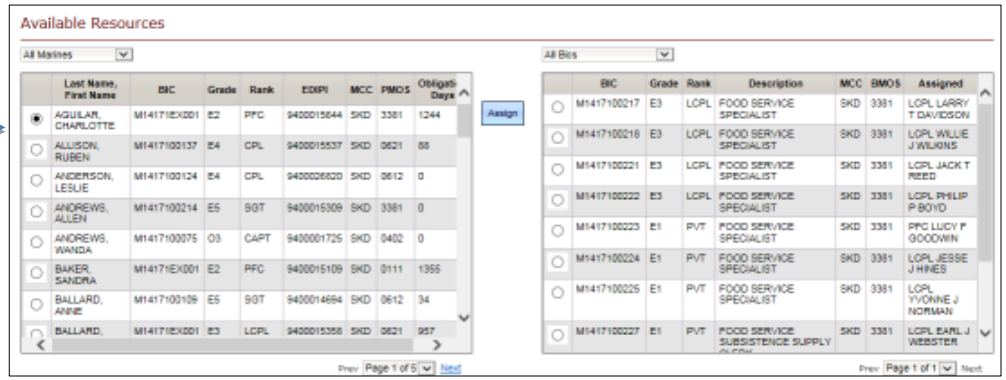
High Level Understanding	What we HAVE	What we NEED	How we FILL OUR NEED	How we MANAGE WHAT WE HA
Module Functions and Interaction	§ Manning Management § Import ASR § Update Manning Levels § Create Manning Baseline § Staffing Management § Validate Onhand vs Manning § Identify Discrepancies § Update Staffing Baseline § BIC Management § Validate Available BICs § Assign Marine to EBI § Assign Marine to BIC § Update Staffing Baseline § Exception Management § Submit Exception Request § Manage Exception Request § Return Request for Edits § Notify Unit of Disposition	§ Needs Management § Determine Available Billets § ID Billet Requirements § Display Vacancies § Forecasting Management § ID Forecasted Needs § Display Needs § Validation Management § Validate Vacancies § Validate Needs § Create Recruiting Baseline	§ Prioritization Management § ID Incentivized Billets § Prioritize Vacancies § Prioritize Needs § Sourcing Management § ID Sourcing Method § ID Billets for Advertisement § Create Recruiting Plan § Advertising § Search for Available Billet § Submit Application	§ Critical Billet Management § ID Critical Billets § Search for available officer § Investment Opportunity Mgt § Determine Investment Opp § Validate Participants
Outputs/Inputs	§ Manning Document (ASR) – Input § Staffing Document – Output	§ Staffing Document – Input § Baseline Rec Plan – Output	§ Validated Needs – Input § Validated Vacancies – Input § Recruiting Plan – Output § Incentivized Billets – Output § Application – Output	§ Incentivized Billets – Input § Available Spec Pop Billets – Output
Users	§ Unit Manpower Manager § MFR Manpower Manager § HQMC Manpower Manager	§ HQMC Manpower Manager	§ HQMC Manpower Manager § MCRC Operations Officer § Individual Marines	§ HQMC Manpower Manager

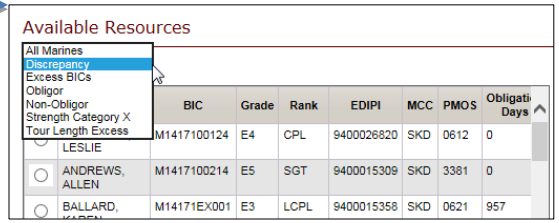
Supplemental Slide – IDMS Module Interaction

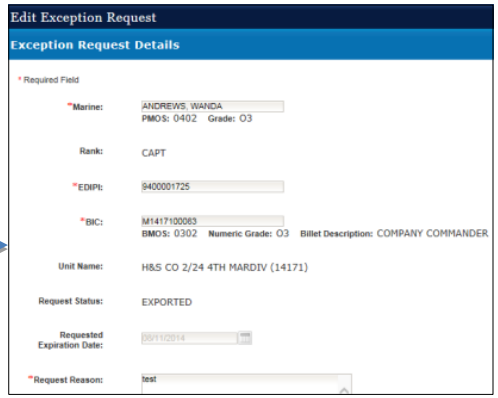
Inventory Management Module (IMM) Overview

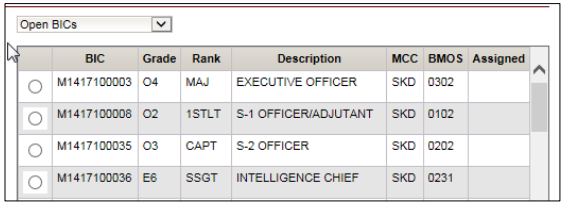
- Visibility on unit staffing levels (“manpower health”) and associated billets from the Table of Organization and Equipment (T/O&E)
- Assign Marines to Billet Identification Codes (BICs), resulting in unit diary changes in the Marine Corps Total Force System (MCTFS)
- Identify and rectify BIC discrepancies
- Submit and manage exception (deferral) requests
- Identify vacant billets and projected openings



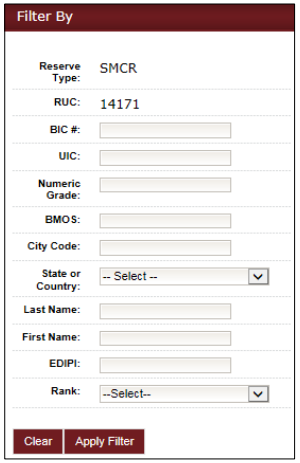


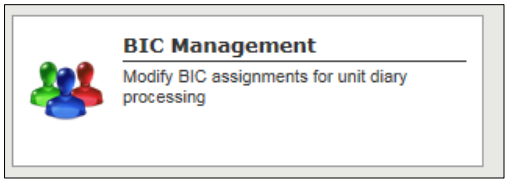


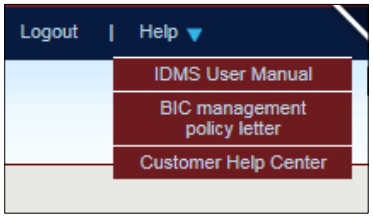




BIC Management







Functionality

- Search filters for Marines and BICs
- Make valid BIC assignments enforced by IDMS business rules
- Submit for unit diary generation
  - Assign BIC, BMOS, Billet Description
  - Assign new MCC if transferred within the same RUC

Access to BIC Management

- HQMC , MFR and Unit Manpower Managers

Business Rules established by HQMC

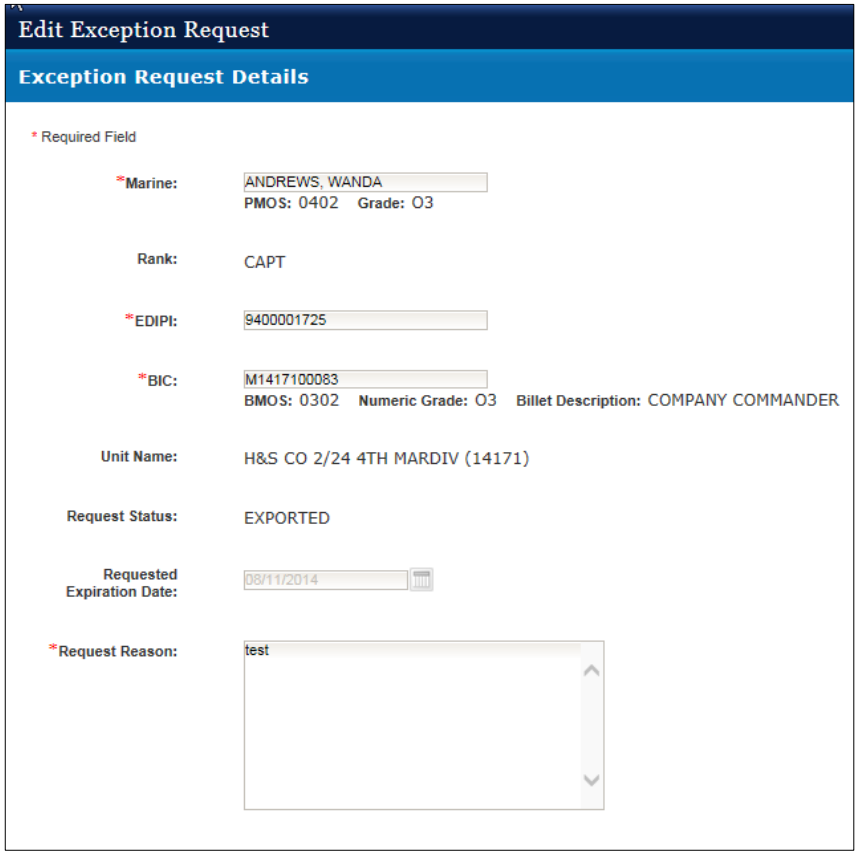
- Alternative Manpower Adjustments (AMAs)
  - MOS and Grade match and mismatch definitions
  - Provide definitions for Excess BIC Indicators (EBIs) – SMCR only
- See BIC Assignment policy letter under the IDMS help menu

Exception Request Management

Functionality

(SMCR only)

- Request for a Marine to fill a billet for which he / she is not eligible
- Requests routed via the appropriate chain of command
- All reviewers have the ability to comment, disapprove or return for edits the exception requests



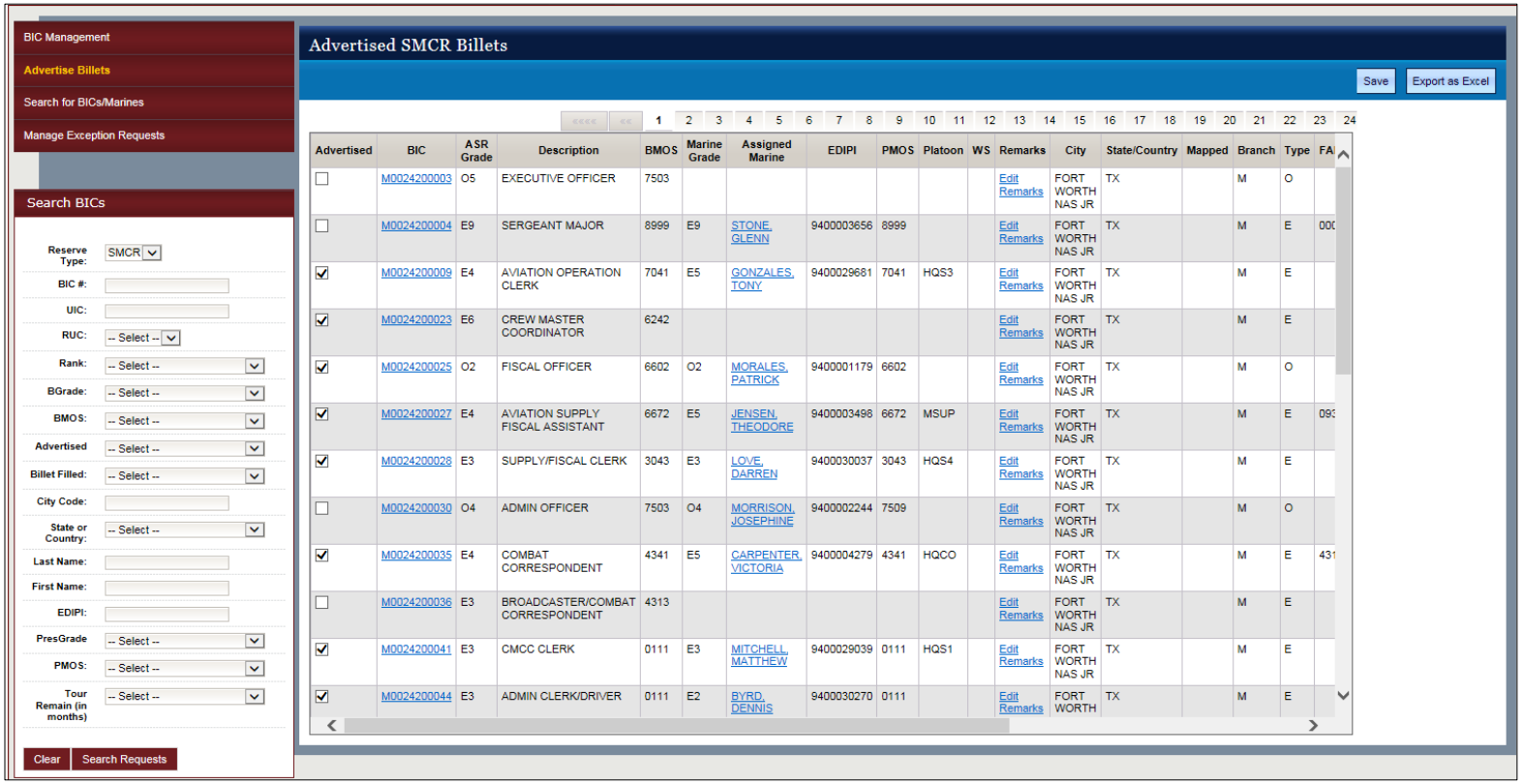
Request History

Date	Action	Submitted By	Unit Name	Comments
05/13/2014 16:19	APPROVED	MANPOWER, HQMC	H&S CO 2/24 4TH MARDIV	test
05/13/2014 16:13	SUBMITTED	MPOWER-14171, MPOWER-14171	H&S CO 2/24 4TH MARDIV	

Billet Advertisement

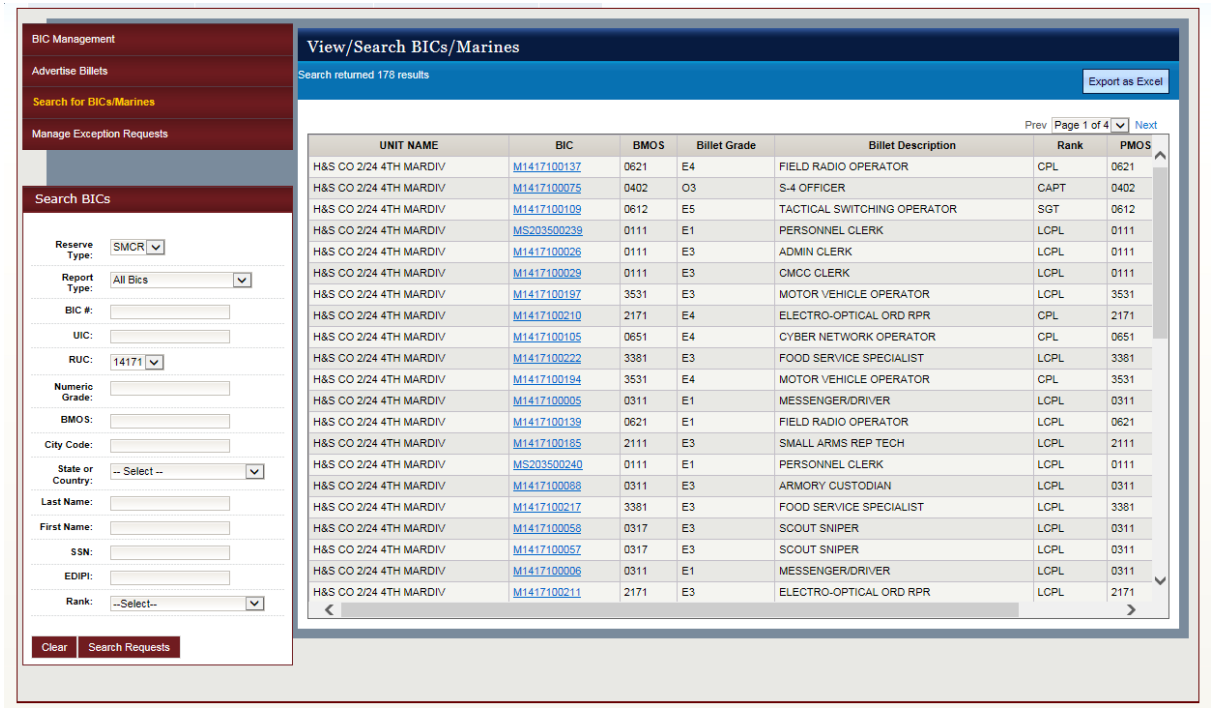
Advertise Billets Functionality

- Search all BICs
- Mark applicable BICs as advertised
- Update Advertisement Information
- Add remarks
- Export to Excel


BIC Management
Advertise Billets
Search for BICs/Marines
Manage Exception Requests
Search BICs
Reserve Type: SMCR
BIC #:
UIC:
RUC: -- Select --
Rank: -- Select --
BGrade: -- Select --
BMOS: -- Select --
Advertised -- Select --
Billet Filled: -- Select --
City Code:
State or Country: -- Select --
Last Name:
First Name:
EDIPI:
PresGrade -- Select --
PMOS: -- Select --
Tour Remain (in months) -- Select --
Clear
Search Requests
Advertised SMCR Billets
Save
Export as Excel
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
Advertised | BIC | ASR Grade | Description | BMOS | Marine Grade | Assigned Marine | EDIPI | PMOS | Platoon | WS | Remarks | City | State/Country | Mapped | Branch | Type | FA
M0024200003 | O5 | EXECUTIVE OFFICER | 7503 | | | | | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | O |
M0024200004 | E9 | SERGEANT MAJOR | 8999 | E9 | STONE, GLENN | 9400003656 | 8999 | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E | 000
M0024200009 | E4 | AVIATION OPERATION CLERK | 7041 | E5 | GONZALES, TONY | 9400029681 | 7041 | HQS3 | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E |
M0024200023 | E6 | CREW MASTER COORDINATOR | 6242 | | | | | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E |
M0024200025 | O2 | FISCAL OFFICER | 6602 | O2 | MORALES, PATRICK | 9400001179 | 6602 | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | O |
M0024200027 | E4 | AVIATION SUPPLY FISCAL ASSISTANT | 6672 | E5 | JENSEN, THEODORE | 9400003498 | 6672 | MSUP | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E | 093
M0024200028 | E3 | SUPPLY/FISCAL CLERK | 3043 | E3 | LOVE, DARREN | 9400030037 | 3043 | HQS4 | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E |
M0024200030 | O4 | ADMIN OFFICER | 7503 | O4 | MORRISON, JOSEPHINE | 9400002244 | 7509 | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | O |
M0024200035 | E4 | COMBAT CORRESPONDENT | 4341 | E5 | CARPENTER, VICTORIA | 9400004279 | 4341 | HQCO | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E | 431
M0024200036 | E3 | BROADCASTER/COMBAT CORRESPONDENT | 4313 | | | | | | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E |
M0024200041 | E3 | CMCC CLERK | 0111 | E3 | MITCHELL, MATTHEW | 9400029039 | 0111 | HQS1 | | Edit Remarks | FORT WORTH NAS JR | TX | | M | E |
M0024200044 | E3 | ADMIN CLERK/DRIVER | 0111 | E2 | BYRD, DENNIS | 9400030270 | 0111 | | | Edit Remarks | FORT WORTH | TX | | M | E |

Supplemental Slide – Billet Advertisement

Search for BICs / Marines


BIC Management
Advertise Billets
Search for BICs/Marines
Manage Exception Requests
Search BICs
Reserve Type: SMCR
Report Type: All Bics
BIC #:
UIC:
RUC: 14171
Numeric Grade:
BMOS:
City Code:
State or Country: -- Select --
Last Name:
First Name:
SSN:
EDIPI:
Rank: --Select--
Clear
Search Requests
View/Search BICs/Marines
Search returned 178 results
Export as Excel
Prev Page 1 of 4 Next
UNIT NAME | BIC | BMOS | Billet Grade | Billet Description | Rank | PMOS
H&S CO 2/24 4TH MARDIV | M1417100137 | 0621 | E4 | FIELD RADIO OPERATOR | CPL | 0621
H&S CO 2/24 4TH MARDIV | M1417100075 | 0402 | O3 | S-4 OFFICER | CAPT | 0402
H&S CO 2/24 4TH MARDIV | M1417100109 | 0612 | E5 | TACTICAL SWITCHING OPERATOR | SGT | 0612
H&S CO 2/24 4TH MARDIV | MS203500239 | 0111 | E1 | PERSONNEL CLERK | LCPL | 0111
H&S CO 2/24 4TH MARDIV | M1417100026 | 0111 | E3 | ADMIN CLERK | LCPL | 0111
H&S CO 2/24 4TH MARDIV | M1417100029 | 0111 | E3 | CMCC CLERK | LCPL | 0111
H&S CO 2/24 4TH MARDIV | M1417100197 | 3531 | E3 | MOTOR VEHICLE OPERATOR | LCPL | 3531
H&S CO 2/24 4TH MARDIV | M1417100210 | 2171 | E4 | ELECTRO-OPTICAL ORD RPR | CPL | 2171
H&S CO 2/24 4TH MARDIV | M1417100105 | 0651 | E4 | CYBER NETWORK OPERATOR | CPL | 0651
H&S CO 2/24 4TH MARDIV | M1417100222 | 3381 | E3 | FOOD SERVICE SPECIALIST | LCPL | 3381
H&S CO 2/24 4TH MARDIV | M1417100194 | 3531 | E4 | MOTOR VEHICLE OPERATOR | CPL | 3531
H&S CO 2/24 4TH MARDIV | M1417100005 | 0311 | E1 | MESSENGER/DRIVER | LCPL | 0311
H&S CO 2/24 4TH MARDIV | M1417100139 | 0621 | E1 | FIELD RADIO OPERATOR | LCPL | 0621
H&S CO 2/24 4TH MARDIV | M1417100185 | 2111 | E3 | SMALL ARMS REP TECH | LCPL | 2111
H&S CO 2/24 4TH MARDIV | MS203500240 | 0111 | E1 | PERSONNEL CLERK | LCPL | 0111
H&S CO 2/24 4TH MARDIV | M1417100088 | 0311 | E3 | ARMORY CUSTODIAN | LCPL | 0311
H&S CO 2/24 4TH MARDIV | M1417100217 | 3381 | E3 | FOOD SERVICE SPECIALIST | LCPL | 3381
H&S CO 2/24 4TH MARDIV | M1417100058 | 0317 | E3 | SCOUT SNIPER | LCPL | 0311
H&S CO 2/24 4TH MARDIV | M1417100057 | 0317 | E3 | SCOUT SNIPER | LCPL | 0311
H&S CO 2/24 4TH MARDIV | M1417100006 | 0311 | E1 | MESSENGER/DRIVER | LCPL | 0311
H&S CO 2/24 4TH MARDIV | M1417100211 | 2171 | E3 | ELECTRO-OPTICAL ORD RPR | LCPL | 2171

- The “All BICs” filter will return the entire unit’s BICs whether filled or unfilled
- Billet Match - the BIC, grade, and MOS are considered a match, whether it’s a straight match or by use of AMA rules
- BCN Issued BICs - identified as having been issued a Bonus Control Number (BCN)
- Command Slated BICs - BICs identified as slated for command
- Direct Affiliation Program BICs - BICs identified as eligible for the DAP program

- Duplicate BICs - more than one Marine are assigned to the same BIC
- Grade Mismatch - the Marine’s grade is a mismatch per the AMA rules
- Inactive BICs - BICs identified as inactive for recruiting purposes
- Incentivized BICs - BICs identified as having an incentive (e.g., bonus, promotion points, etc.) for recruiting / retention purposes
- Open BICs - Billets that do not have a Marine assigned
- Rejection of Accession BICs - BICs for which the local recruiter brought a prospective join but the unit rejected the accession

Career Development

- Manage the Reserve Qualification Summary (RQS)
  - Complete, save, and edit an RQS in IDMS
  - Commanders will be able to view a Marine's RQS as a potential candidate for Critical Billets or Investment Opportunities
- Download the Self-Assessment Form - Access the Reserve Affairs (RA) Career Counselling Self-Assessment form
- Future Billet Assignments – Officers can identify desired plans for future billet assignments
  - Identify desired future billet, BMOS, billet location, and BIC
  - Indicate if screened for Senior Command Billet
  - Indicate if willing to travel outside of reasonable commute
- Access to Career Development
  - Sergeants and Above have access to Career Development

Search and Apply for Billets

- Allows Reserve and Active Component Marines the ability to search and apply for advertised SMCR and IMA billets, including Critical Billets and Investment Opportunities
- View Available Billets
  - Reserve Billets – as advertised by Reserve units in IMM
  - Advertised Critical Billets and Investment Opportunities – advertised by program sponsors in MM
- Submit Application
  - Select desired billets and fill out the calling card
- Access to Career Development
  - Reserve Component
  - Active Component – within 6 months of Expiration of Active Service (EAS)

Manage Applications

- Authorized users will be able to Manage Applications submitted by Marines with access to Search and Apply for Billets
- View Applications by filtering for the below billet types:
  - Reserve Billets
  - Critical Billets or Investment Opportunities
  - Additional Filtering by Reserve Type, BIC #, Off/Enl, Rank and PMOS
- View Calling Card
  - Provides contact information
  - Marines indicate availability dates for billets applied
- Archive Applications